WASHINGTON COUNTY, NY

DEPARTMENT OF PUBLIC SAFETY

*EMERGENCY MANAGEMENT * COMMUNICATIONS * FIRE * EMS * HAZMAT*

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

VERSION: 03.01.2022

ADOPTED: MARCH 18, 2022

*****ADVISORY*****

This plan and its contents represent general guidelines to which can be modified by Emergency Personnel as appropriate for its needs. This plan does not create any rights or duties that are enforceable in a court of law as the statements or suggested duties within the document are to be addressed only as guidance and will be ultimately assigned by the personnel in charge of that service or resource.

FOREWARD

Washington County Emergency Management sincerely appreciates the cooperation and support from those agencies that have contributed to the development of the Washington County Comprehensive Emergency Management Plan (CEMP). The CEMP establishes the framework for an effective system to ensure that Washington County and its municipalities will be adequately prepared to respond to an occurrence of natural, manmade and/or technological related emergencies or disasters. The plan outlines the roles and responsibilities of local government, State and Federal agencies and volunteer organizations and what would be set for guidelines during an emergency or under a duress situation. *Numerous individual other plans exist under the direction of the responsible agencies in the county, i.e., Public Health Emergency Preparedness Plan.*

The CEMP unites the efforts of these groups in the basic plan, appendices for more specific plans, and more as designated or seen fit to maintain a comprehensive approach to mitigation, planning, response and recovery activities set forth in the "New York State Comprehensive Emergency Management Plan" and the "Federal Response Plan". It describes how State, Federal and other outside resources will be coordinated to supplement county resources and response.

This CEMP is written at the local level of emergency management planning and strategies due to the fact that most incidents are managed at the local level before any outside assistance can be expected. Due to the expectations to manage incidents locally for at least the first 72 hours, it is imperative that we mitigate our risk and prepare for current and future hazards. This plan identifies some approaches in which the various agencies mitigate and prepare for incidents.

While Washington County will do everything it reasonably and feasibly can do to protect life and property, it is recommended that the citizens of Washington County develop and maintain their own preparedness kits, including basic life necessities and important personal documentation. For more information on how to accomplish this and other preparedness activities, please visit www.ready.gov for a complete layout and guidance of the necessary material needs and guidelines to keep you prepared for disaster times.

TO OBTAIN AN OFFICIAL COPY OF THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN CONTACT:

Washington County Department of Public Safety
Attn: OEM Division
383 Broadway, Building B
Fort Edward, NY 12828
(518)747-7520
publicsafety@washingtoncountyny.gov

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Foreword

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RECORDS OF UPDATES / CHANGES SINCE PRIOR VERSION

Date Changed	Plan / Appendix	Changes / Updates Made
02/01/2022	All Included	Annual Updates / Contacts / General
02/28/2022	Contacts	As Updated

Washington County Emergency Response Quick Reference Guide

AGENCY	OFFICE PHONE ALL #'s ARE 518	EMAIL
Chief Executive Samuel Hall Robert Henke	(518)746-2210	supervisors@washingtoncountyny.gov
County Administration Melissa Fitch Sue Claymon	(518)746-2590	countyadmin@washingtoncountyny.gov
Department of Public Safety Glen Gosnell Timothy Hardy	(518)747-7520	publicsafety@washingtoncountyny.gov
Washington County Sheriff Jeffrey J. Murphy John Winchell	(518)746-2475	sheriffmurphy@washingtoncountyny.gov jwinchell@washingtoncountyny.gov
Fire Coordinator Glenn Bristol Gary Evens	(518)747-7520	firecoordinator@washingtoncountyny.gov
Public Health Tina McDougall Kathy Jo McIntyre Patricia Williams	(518)746-2400	publichealth@washingtoncountyny.gov
EMS Coordinator Bruce Mason Paul Zinn	(518)747-7520	emscoordinator@washingtoncountyny.gov
Coroners James Gariepy Robert Lemieux Wes Perry John Aiken	(518)746-2536	coroners@washingtoncountyny.gov
Social Services Tammy Delorme Tracy Hudson	(518)746-2300	tammy.delorme@dfa.state.ny.us tracy.hudson@dfa.state.ny.us
Code Enforcement John Graham	(518)746-2150	jgraham@washingtoncountyny.gov
Department of Public Works Deborah Donahue James Hogan	(518)746-2440	ddonohue@washingtoncountyny.gov jhogan@washingtoncountyny.gov
Washington County Sewer Agency Jason Denno	(518)747-6967	jdenno@washingtoncountyny.gov
State Emergency Management Albany Watch Center	(518)292-2200	oemregion3dl@dhses.ny.gov

Miscellaneous Key Agencies

Adirondack Chapter of the American Red Cross	(518)792-6545
New York State Police	(518)583-7000
Glens Falls Hospital Emergency Care Center	(518)926-3050
National Weather Service	1-800-239-2132 or 435-9574

News Media Contacts

Radio Stations	Location	Phone	Fax / Email
WGY	Albany	452-4848	452-4859
WBZA	Glens Falls	793-7733	793-0838
WMJR	Glens Falls	792-2151	None
WWSC / WCKM / WCQL	Glens Falls	761-9890	761-9893
WROW	Latham	786-6715	786-6659
WGNA / WQBK / WBZZ /	Latham	782-1474	881-1516
WENU / WSTL	Queensbury	793-7733	793-0838
WIPS	Ticonderoga	585-2868	585-2869
WNYV / WVNR	Whitehall / Poultney	802-281-9031	802-287-9030
Traffax		783-2683	

Television	Location	Phone	Fax
WRGB TV 6	Schenectady	346-6666	news@wrgb.com
WNCE-TV 8	Glens Falls	798-8000	798-0735
Capital YNN News 9	Albany	641-6397	albanynews@twcnews.co
WTEN TV 10	Albany	436-0771	news@news10.com
WNYT TV 13	Albany	1-800-999-9698	newstips@wnyt.com
WMHT-TV 17	Schenectady	880-3400	880-3409
WXXA Fox 23	Albany	862-0995	news@news10.com

News Papers	Location	Phone	Fax
The Post Star	Glens Falls	792-3131 x 3250	761-1255
The Saratogian	Saratoga Springs	584-2101	587-7750
The Record	Troy	270-1200	270-1202
The Eagle	Cambridge	677-5158	677-8323
Granville Sentinel / Whitehall	Granville	642-1234	642-1344
The Journal Press	Greenwich	692-2266	692-2589
The Times of Ti	Ticonderoga	585-9173	585-9175

I. INTRODUCTION

a. Mission

i. This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance Washington County's ability to respond to and manage emergency/disaster situations. It was prepared by County officials working as a team in a planning process recommended by the New York State Office of Emergency Management.

ii. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act. The development of this plan included an analysis of potential hazards that could affect the county and an assessment of the capabilities existing in the county to deal with potential hazards.

b. Purpose

i. This Plan sets forth the basic requirements for managing emergencies in Washington County. The objectives of the Plan are:

1. To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.

2. To provide that county and local governments will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.

3. To provide for the utilization and coordination of local government, state, and federal programs, to assist disaster victims and to prioritize the response to the needs of the communities.

4. Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigation programs in the future.

c. Scope

i. This plan applies to the hazards identified in Washington County and is approached as found fit for the needs and the necessities to protect Life, Property and Stability of Communities. This plan covers actions that may be taken by all jurisdictions within the borders of Washington County and provides for the utilization of resources from multiple jurisdictions, private-sector and volunteer agencies included.

d. Organization

i. Washington County is a non-chartered county. This means the county follows all laws set down by the State of New York. Every two years each town *(exception of the Town of Putnam, four year term beginning in 2021)* elects a Town Supervisor who serves as the Chief Elected Official of the town. In addition to the town duties, Supervisors also represent their towns as one of the 17 representatives on the Washington county Board of Supervisors.

II. POLICIES

a. Authorities

i. This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.

1. New York State Executive Law, Article 2-B, as amended
2. New York State Defense Emergency Act, as amended
3. Disaster Relief Act of 1974, Public Law 93-288
4. Federal Civil Defense Act of 1950
5. Presidential Executive Order 11490
6. Correction Law, Sec 93
7. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

ii. Direction and control of State risk reduction, response and recovery actions is exercised by the New York State Department of Homeland Security and Emergency Services (NYSDHSES), coordinated by the New York State Office of Emergency Management (NYSOEM).

iii. The local Chief Executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.

iv. The Chairman of the Washington County Board of Supervisors has the authority to direct and coordinate County disaster operations and has delegated this authority to the Director of the Department of Public Safety. The Chairman may also obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Washington County. State Resources are obtained through a written Emergency Declaration submitted through NYSOEM.

b. Responsibilities

i. Responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel, and resources first before requesting for additional resources from outside entities.

ii. The primary responsibility for responding to emergencies rests with the local governments of towns and villages, and with their Chief Executive.

iii. Direction and control of State risk reduction, response and recovery actions is exercised by the New York State Department of Homeland Security and Emergency Services (NYSDHSES), and coordinated by the New York State Office of Emergency Management (NYSOEM).

c. Limitations

i. There are no identified limitations to this plan. No guarantee is implied by this plan to a perfect response system. Assets are vulnerable to terrorism, natural and technological problems which may limit response. It is the objective of Washington County to make every reasonable effort within its capabilities to respond to emergencies based on the situation, information available, and capability of resources.

III. SITUATION

a. Emergency/Disaster Conditions and Hazards

i. Washington County is vulnerable to the damaging effects of natural disasters including tornadoes, earthquakes, both urban and wild land fire, floods, land movement, severe local storms, and winter cold associated events.

ii. Washington County is also vulnerable to a variety of other hazards including, Public Health and technological hazards including dam failures, energy emergencies, chemical, radiological and hazardous materials incidents from transportation, as well as fixed facilities, and other manmade associated events. These and other hazards and their potential effects are shown in the Hazards New York Assessment, (HAZNY); see Hazard Assessment – Analysis of Washington County. (This is a planning tool designed to prepare the agency for the impacts of known and suspected hazard conditions that are scale based and allow the projections of probability to be represented numerically.)

b. Planning Assumptions

i. This CEMP is based on the following general assumptions:

1. Agencies and organizations that support this plan will assist in the planning process and will participate in training classes and exercises which are designed to increase the overall preparedness posture of Washington County.

2. Washington County Emergency Management will help coordinate the duties and responsibilities of the participating jurisdictions, agencies, and organizations both during the planning, training, and exercise process and in time of actual emergency or disaster.

3. Appropriate local agencies will, within their capabilities, prepare for emergencies and disasters to ensure continuity of government, safe keeping of vital records and to mobilize in support of local responders by staffing the EOC as designated by the Chief Elected Official or Appointed Staff.

IV. CONCEPT OF OPERATIONS

a. General

i. Emergency Impacts

1. The emergency conditions identified in the Hazard Assessment – Analysis of Washington County could have a wide range of destructive and disruptive impacts. These include, but are not limited to:

- Injury, death, and long-term health degradation to county residents.
- Damage to or destruction of residences, businesses, and other private property.
- Damage to public property, utilities, and infrastructure.
- Business closure, job losses, and disruption of economic activity.
- Environmental disruption with resulting aesthetic, cultural, economic and health impacts.

ii. Emergency Operations

1. If an emergency or disaster situation exceeds the resources and/or capabilities of city or county emergency services and those available through mutual aid agreements, the Chief Elected Official of the jurisdiction affected may issue a declaration of emergency. This declaration authorizes the emergency use of resources and emergency expenditures and activates the emergency plan. Upon request of the Director of Public Safety or County Emergency Action Team, the Emergency Operations Center may be activated and staffed as seen appropriate.

2. Elements of local government and response agencies will provide representatives to the Emergency Operations Center to facilitate the coordination of emergency response activities under the direction of the Washington County Emergency Management staff.

iii. Planning and Response Organizations

1. Washington County Public Safety and Emergency Management are responsible for carrying out the program for emergency management and coordinating the disaster mitigation, preparedness, response, and recovery efforts of Washington County.

2. Primary local response agencies include:
   - 27 Fire Departments, 9 of which are in the State of Vermont
   - 9 EMS Agencies, 1 of which is in the State of Vermont
   - Washington County Sheriff's Office
   - 8 Local Law Enforcement Agencies
   - Washington County Hazardous Materials Team
   - Tri-County CART Response
   - Adirondack-Saratoga Chapter of the American Red Cross

3. New York State agencies that are key participants in planning and response for Washington County include:
   - NY State Police (and VT State Police)
   - NY State Department of Transportation
   - NY State Department of Health
   - NY State Office of Emergency Management
   - NY Division of Homeland Security and Emergency Services
   - NY State Office of Fire Prevention and Control
   - NY State Department of Environmental Conservation

4. Federal agencies that are participants in the Washington County planning or which may assume significant response roles include:
   - Department of Homeland Security
   - Federal Emergency Management Agency
   - National Oceanic and Atmospheric Administration
   - U.S. Army Corps of Engineers
   - U.S. Coast Guard
   - U.S. Department of Agriculture
   - U.S. Geological Survey

b. Emergency Management Concepts

i. The Emergency Operations Center

1. Emergency support and coordination in Washington County will be directed from the County Emergency Operations Center (EOC). The EOC provides work space, communications and information systems, maps, displays, and decision aids to support the direction and control of emergency response activities. The EOC has the capacity to support and coordinate with a Single or Unified Command as events occur in compliance with the Incident Command System (ICS). The ICS structure utilized in the Washington County EOC is organized by necessity and will be staffed on the basis of need according to the Incident Commander or EOC Command.

2. Refer to the Washington County - Emergency Operations Center Plan for additional information and guidance.

ii. Support Agreements

1. The response capabilities of Washington County agencies and those from surrounding counties are integrated through several mutual aid and joint-operations agreements.

2. If all local County resources are exhausted, Washington County may request assistance from the State or Federal governments through the New York State Office of Emergency Management.

c. Direction and Control

i. The Emergency Chairperson

1. Direction and control of emergency management functions are the responsibility of the local jurisdiction's Emergency Chairperson. The Emergency Chairperson is the Chief Elected Official of the jurisdiction or jurisdictions involved in the emergency and the Washington County Chairman or appointed official from such is the designated official on behalf of Washington County.

ii. EOC Staff

1. The staffing of the EOC will be determined by the Director of Public Safety or designee and will consist of representatives from the county and municipal governments involved in emergency operations and volunteers from civic organizations as appropriate.

d. Emergency Operations Facilities

i. The Washington County Emergency Operations Center is located in the basement level of building "B" in the County Municipal Center, located at 383 Broadway, Fort Edward, New York.

ii. Only those with proper agency identification will be allowed into the EOC.

iii. The designated alternate EOC is located in the Washington County Sheriff's Law Enforcement Center at 399 Broadway, Fort Edward, New York.

iv. Each participating jurisdiction and agency designates its own location for direction of its response functions and emergency coordination if necessary.

e. Mitigation Activities

i. Mitigation activities that are specific to an individual emergency event or function are identified in the Appendix sections of this plan.

ii. Designation of Participation in County Hazard Mitigation Coordination:

1. The Washington County Department of Public Safety has been designated by the Chairman of the Washington County Board of Supervisors to participate in Hazard Mitigation Coordination along with the Department Soil & Water and Department of Public Works.

2. The Washington County Hazard Mitigation Coordination group is responsible for coordinating County Government efforts in reducing hazards in Washington County.

3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator to help reduce risks identified within the boundaries of the County.

iii. Training of Emergency Personnel

1. The Washington County Department of Public Safety Director has the responsibility to:

a. Arrange and provide, with the assistance of the New York State Office of Emergency Management, the conducting of training programs for County emergency response personnel, as designated by the Public Safety Director.

b. Encourage and support training for town and village emergency personnel including volunteers and staff. Such training programs will:

- Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures and available resources.
- Include classes or access to Incident Command System (ICS) training focusing on individual roles.
- Conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster actions and response with county government, including ICS for Executives and Administrators training.
- Provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types.
- Training in crisis situations, requires additional specialized training and refresher training.

c. Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operation exercise that tests a majority of the elements and responsibilities in the County Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communications equipment.

d. Consult with the county departments and agencies, in developing training courses and exercises within their own departments.

e. Work with the local response communities and educate agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards.

f. Receive technical guidance on latest techniques from state and federal sources and understand the process for requesting assistance as needed.

2. All county departments and agencies assigned as emergency functions are responsible to develop an in-house training program in order to ensure that departments and agencies train their employees in their duties and procedures under emergency conditions.

3. Volunteer and civil agencies that participate in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, Red Cross, RACES, and LASAR, should be trained by these services in accordance with established procedures and standards within the organization for their held position.

f. Preparedness Activities

i. Preparedness activities that are specific to individual responses or specific events are identified in the Appendixes. The following are preparedness measures that apply to the entire program.

1. Washington County Emergency Management has prepared this CEMP and other plans to help ensure timely and coordinated response to any emergency or disaster. Washington County Emergency Management also maintains and periodically updates Implementing Procedures for all agencies and organizations that are included with disaster response under this and other plans.

2. Washington County Emergency Management provides the access required for ICS training and other training to local emergency responder agencies following guidelines issued by the Department of Homeland Security, the New York State Office of Emergency Management and the Federal Emergency Management Agency. This training, coupled with drills and exercises of the plans and procedures, provides an enhanced state of readiness for the community and constituents involved.

3. Washington County Emergency Management regularly participates in events which are designed to provide educational material to the public under the Federal Emergency Management Agency Family Protection Program. The goal of this program is to encourage each individual and family in Washington County to prepare for disaster by developing a family disaster plan, equipping themselves with a 72-hour disaster supplies kit, and learning the basic first aid skills necessary for survival in a disaster.

g. Response Activities

i. Response activities that are specific to Emergency Functions are identified in the appendixes and the response procedures for individual participating agencies. The following are response measures under this plan that apply to all hazards and support functions of the plan.

1. Staff the Emergency Operations Center and functional work centers to provide for reliable and timely communication and coordination of response activities.

2. Assess conditions to determine needed actions to protect people, minimize property damage and economic loss.

3. Identify and deploy material and personnel support to on-scene responders.

4. Identify and activate services to minimize human suffering and loss as conditions exist and available resources are acquired.

5. If an emergency or disaster situation exceeds the resources and/or capabilities of local or county emergency services and those available through mutual aid agreements, the Chief Elected Official of the jurisdiction affected may issue a declaration of emergency. This authorizes the emergency use of resources and emergency expenditures, activates the emergency plan and implements state response for support.

h. Recovery Activities

i. Recovery activities that are specific to individual events are identified in the appendixes. The following are recovery measures under this plan that apply to all hazards and support functions.

1. Recovery operations will be coordinated through the designated Recovery Team leader in the Emergency Operations Center.

2. Initial recovery efforts will be directed at returning systems vital to public safety and health to operation immediately after the danger has passed.

3. The goal of long term recovery will be to return the infrastructure of the community to pre-disaster conditions. Assistance with long-term recovery is available from the Federal Emergency Management Agency through a Disaster Declaration under Public Law 93-288. Any such long-term recovery efforts will include mitigation efforts that may eliminate the hazard or reduce the impact of a recurrence in the same manner at that location.

V. RESPONSIBILITIES

a. General

i. This section gives a summary of responsibilities under the Comprehensive Emergency Management Plan. Details of individual agency and organizational responsibilities are found in the appropriate Appendixes of this plan, which discuss the functions to be performed in emergency and disaster situations by the functional entities present. These are not the only responsibilities of the individuals listed and are also not confined to only holding such responsibility during an emergency.

b. Concept of Operations-Overview

i. The Chairperson of the Board of Supervisors of the County, the Supervisor of the town, or the Mayor of the Village, is considered the Chief Elected Official of the jurisdiction resided therefore of. The Chief Elected Official (or a person designated by that Official) will report to the Emergency Operations Center to assume direction and control of the activities necessary in response to the effects of disasters upon the affected area. County, Town, and Village departments are assigned coordinated disaster functions according to their normal operational functions and capabilities, and are responsible to prepare procedures in order to fulfill these disaster functions as they are assigned.

c. Agency or Department Responsibilities

Chief Elected Official (Emergency Chairperson)

Assume control of emergency operations, and with the advice and assistance of staff, determine appropriate protective actions for the citizens of the jurisdiction. Directs the implementation of emergency response and recovery plans, warn and inform the public, declare an emergency if needed, and preserve the continuity of the executive branch of government. Issues, amends, and rescinds the necessary orders, rules, and regulations to carry out emergency management operations, and if needed, submit a request for State or Federal assistance through the New York State Office of Emergency Management.

Emergency Management

The Director of Washington County Public Safety (Emergency Management) is responsible for carrying out the programs for emergency management and coordinating the disaster mitigation, preparedness, response, and recovery efforts of all areas, both incorporated and unincorporated within Washington County.

Communications

The 911 Center, under the direction of Department of Public Safety, is responsible for all facets of dispatching for 36 Fire Departments, 9 of which are in the State of Vermont, 10 EMS Agencies, 2 of which are in the State of Vermont, and 8 Law Enforcement Agencies. The Emergency Communications Center will also assist in dissemination of warnings to local governments and the public, and provide notification and updates to emergency response agencies as information becomes available. If the 911 Center becomes overwhelmed there are procedures in place to provide assistance to the center through previously arranged agreements with other counties within the Adirondack Regional Interoperable Communications Consortium.

Law Enforcement

Maintain law and order within their jurisdictions during times of emergency or disaster. This is accomplished by continuing their normal functions, which include assisting with warning and evacuation of affected areas, providing traffic and crowd control, and protecting key public officials. Also provide security for the Emergency Operations Center and other key facilities when in active disaster conditions.

Fire Services

Maintain operational firefighting and rescue services, hazardous material initial scene assessment, isolation, containment and decontamination. Firefighting involves managing and coordinating firefighting support to local governments for the detection and suppression of fires, as well as mobilizing and providing personnel, equipment, and supplies in support of local governments.

Emergency Medical Services (EMS)

Emergency medical services fulfill the basic principles of first aid, which are to Preserve Life, Prevent Further Injury, and Promote Recovery. EMS agencies provide treatment to those in need of urgent medical care, with the goal of satisfactorily treating the presenting conditions, or arranging for timely removal of the patient to the next point of definitive care.

Public Works/Engineers

Town, Village, and County Departments of Engineering and/or Public Works are a primary resource during emergency and disaster situations. Specifically, they will maintain roads, waterways, bridges, water systems, sewers, and treatment facilities. Provide barricading equipment, assist with rescue operations, and assist with emergency removal and disposal of debris. Conduct damage assessment of public facilities, provide inspection of facilities to determine structural condition, provide diking material for hazardous materials, supply fuel for operation of equipment, and coordinate construction management of private labor and equipment.

Real Property Office

Assist in times of emergency by conducting damage assessment during response and recovery by making special efforts to preserve vital records. Assist in the abilities for response by the providence of necessary tools provided by the office. Of which include, but are not limited to, map production, GIS Data, and infrastructure databases.

Treasurer's Office

Assist the Emergency Chairperson in the administration of disaster related budgets, provide financial record keeping and establish a system for removal and safety of public records. Track funding expenditures under the disaster declaration and maintain records for proper accountability of all expenditures in time of emergency.

Cornell Cooperative Extension Office

During mitigation and preparedness phases, provide, in cooperation with regulatory agencies, information and education to the general public regarding production, diseases in animals and plants, and handling of animals. During the response and recovery phases, provide a copy of United States Department of Agriculture's "Damage Assessment Report" to Washington County Emergency Management.

Coroners

Responsible for emergency morgue facilities, care for the deceased, including identification, mortuary services and notification of the next of kin with assistance from Law Enforcement.

Public Health

Advise the Emergency Chairperson on matters relating to health and safety of the public and emergency workers. Coordinate medical and public health services during disaster operations, and ensure that disaster related health effects on the public and emergency workers are kept to a minimum. Supervise the food and water quality control program during disasters and will, if needed, manage disease control operations and immunization, and coordinate the disposal of deceased animals.

Parks and Recreation

Provide equipment and personnel in support of the response and recovery efforts. Provide park and recreation facilities to be used for mass care, assembly and relocation areas. Provide damage assessment reports of park and recreation facilities.

Hazardous Materials Response Team

The Hazardous Materials Response Team, under the direction of the Department of Public Safety, handles transportation accidents, chemical spills in business and manufacturing facilities, and acts of terrorism involving Weapons of Mass Destruction. The team takes corrective actions to stop or mitigate the release of hazardous materials, while safeguarding the welfare of citizens, emergency response personnel and the environment. In addition to their Hazmat duties, the team also provides basic fire suppression and emergency medical first responder services as needed.

County Attorney and Legal Staff

Provide legal advice to the Emergency Chairperson and Emergency Operations Center Staff in the development and execution of emergency plans and procedures to ensure proper documentation and that all actions are appropriated under the law and governance as specified.

American Red Cross

Provide food, shelter and first aid to disaster victims and emergency workers, and will coordinate with the other social agencies to provide individualized assistance to families and any emergency supplies that may need to be distributed. They will also coordinate with school districts to provide facilities for Mass Care operations. Any other supporting functions of the entity may be requested as needed or as available to supply.

Area Hospitals

Provide health care and emergency medical services to disaster victims and emergency workers. Provide statistical information to the Emergency Operations Center (when opened and possible) as needed for the sake of availability or to transfer services due to capacity issues during an emergency event. The standard application of their internal emergency procedures and preplans has made functionality possible without the need for County arrangements on such events.

Public Utility Services

In a disaster or emergency situation the private utility providers can import trained personnel and equipment to assist in recovery and service restoration activities. These entities will provide personnel and services to restore electrical power on a priority basis, repair damaged generating facilities, and to the best of their ability in times of emergency, restore power to maintain infrastructure facilities.

School Districts

School District may provide facilities for sheltering, personnel for mass care, and may be asked to provide buses for transportation support. School may be designated to be used as a point of distribution (P.O.D.) location for goods or other services in times of emergency that may be imported in from outside the affected area.

R.A.C.E.S.

RACES operations involve emergency message handling on Amateur Radio Service frequencies. These operations typically involve messages between critical locations such as hospitals, emergency services, emergency shelters, and any other locations where communication is needed. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact duties of activation for each incident will be different, the common thread is communications and the relaying of information between emergency entities.

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Other departments and agencies within Washington County and its jurisdictions, although not specifically mentioned in the plan, may be asked by the Emergency Chairperson or Emergency Manager in times of emergency or disaster, to provide personnel to other departments as needed, and to perform other emergency tasks as assigned.

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INSTRUCTIONS FOR DECLARING STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

*****ADVISORY*****

This plan and its contents represent general guidelines to which can be modified by Emergency Personnel as appropriate for its needs. This plan does not create any rights or duties that are enforceable in a court of law as the statements or suggested duties within the document are to be addressed only as guidance and will be ultimately assigned by the personnel in charge of that service or resource.

A. Instructions for declaring a local State of Emergency

1. Only the Chairman of the Washington County Board of Supervisors, or a person acting with the authority of the Chairman, may declare a local State of Emergency for Washington County. Each Town Supervisor and Village Mayor can declare States of Emergency within their own jurisdiction. Such declaration is made in conjunction with the County Emergency Management office.

2. A local State of Emergency is declared pursuant to section 24 of the State Executive Law.

3. It can be declared in response to, or anticipation of, a threat to public safety.

4. A declaration of a local State of Emergency may be verbal or written.

5. If it is verbal, it is best to follow it with a written format.

6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.

7. The written declaration should be kept on file in the County Clerk's Office.

8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.

9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.

10. Only the County Executive, or person acting for, may rescind a local State of Emergency.

11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.

12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.

13. The written rescission should be kept on file in the County Clerk's Office.

B. LOCAL STATE OF EMERGENCY OR PROCLAMATION DECLARATION

A state of Emergency is hereby declared in_____ for a period of time beginning at _____hours on the date of _____and continuing in effect for a period not to exceed five (5) days and ending at _____hours on the date of _____.

The State of Emergency has been declared due to emergency conditions produced by:

_____

_____

_____

_____

_____

_____

Such conditions threaten or imperil public safety of the citizens of _____

_____

As Chief Executive of _____

I, _____ have executed the authority given to me under New York State Executive Law, Article 2-B, to preserve the public safety and hereby render all required and available assistance to the security, well-being and health of the citizens of the community.

I hereby direct the Department(s) of _____

_____

_____

to take whatever steps necessary to protect life and property, public infrastructure and other emergency assistance as deemed necessary.

Signed: _____

Title: _____

Date: _____

C. Questions and Answers on declaring a State of Emergency

1. *Why should I declare a local state of emergency?*

   - It increases your powers as the Chief Executive Officer. These new powers can include:
     - Issuing emergency orders
     - Implementing public protective measures
     - Suspending local laws; and
     - Requesting supplemental assistance

2. *Can a declaration give legal protection?*

   - Yes. A declaration of a local State of Emergency provides legal protection and immunities for the Chief Executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

3. *Will the declaration help raise public awareness?*

   - Yes. A declaration of a local State of Emergency helps make the public aware of the hazards associated with a disaster. It also can emphasize the protective measures you may need to ask citizens to take.

4. *Can a State of Emergency be declared at any time?*

   - No. A local State of Emergency can be issued when a situation exists that has or will place the public at risk and that will require extraordinary measures for proper protection.

5. *When should I declare a local State of Emergency?*

   - You should consider declaring a local State of Emergency when a dangerous situation is present or imminent and emergency officials are considering protective actions such as:
     - Evacuation of people for a large or heavily populated area street, road, housing development, multi-resident buildings)
     - Sheltering people in designated areas or buildings
     - Large-scale closing of roads due to conditions considered to be dangerous to lives and property

   - You should also consider declaring a local State of Emergency if the following conditions are present and pose a dangerous threat to the municipality:
     - Riots or civil unrest.
     - Hostage situations.
     - Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

6. *Can I issue the declaration verbally?*

   - Yes. The Chief Executive may issue a declaration verbally if time is a crucial matter. However, you should follow the verbal declaration with a written declaration.

7. *Must the declaration be filed?*

    - No. However, it's a good idea to do so. It should be kept on file at the Office of the County Clerk

8. *Do I have to extend the declaration of State of Emergency after 5 days?*

    - No. The State of Emergency does not have to be extended, but Local Emergency Orders do.

9. *Does the law establish a time limit for a State of Emergency?*

    - No. It is best to include a time of duration in the original declaration of State of Emergency, or to issue a succeeding declaration with a time limit or a statement that the State of Emergency is continuing. When the proclamation is no longer needed, it should be formally rescinded.

10. *Can I issue Local Emergency Orders without a State of Emergency?*

    - No. A State of Emergency must be declared before you may issue Local Emergency Orders.

11. *Will a declaration help in getting assistance from the state?*

    - Yes. If you declare a local State of Emergency and you determine the disaster is beyond the capacity of County resources, the County Executive may request the Governor to provide assistance from state resources.

12. *Must I rescind a declaration of State of Emergency?*

    - No. However, a written rescinding statement should be made when the emergency no longer exists. The Chief Executive can rescind the declaration of emergency at any time.

13. *If I don't rescind a State of Emergency, does it end automatically?*

    - Maybe - If a time limit was indicated in the declaration of State of Emergency it will end automatically at that the time and date indicated. If no time limit was specified, the State of Emergency does NOT end automatically.

14. *When should I rescind a State of Emergency?*

    - You should rescind it when the conditions that warranted the declaration no longer exist.

15. *Must the rescission be issued in writing?*

    - No. However, it is recommended, in the same manner as a declaration of State of Emergency is recommended, to be issued in written form.

16. *Must the rescission be filed?*

    - No. However, it is recommended that it be filed in the Office of the Municipal Clerk

D. Instructions for issuing local Emergency Orders

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law (see section A. above).

2. Local Emergency Orders can be issued at the County level only by the County Executive or a person acting for the County Executive pursuant to section I.A.(2) of this plan. Each Town Supervisor and City and Village Mayor can also issue emergency orders for their jurisdiction following the declaration of a local state of emergency by that same executive.

3. Local Emergency Orders must be written.

4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.

5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the County Executive. It is also automatically rescinded when the State of Emergency is rescinded.

6. The County Executive may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.

7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.

8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Clerk of the County Board of Supervisors, Office of the County Clerk, and the Office of the Secretary of State.

9. Local Emergency Orders must be filed each time they are extended.

E. Sample Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the Chairman, Washington County Board of Supervisors, in accordance with a declaration of a State of Emergency issued on _____, 201____, and pursuant to Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones: (locales)

Zone 1: _____

Zone 2: _____

This evacuation is necessary to protect the public from _____

This order is effective immediately and shall apply until removed by order of the Chief Executive.

Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 201_____
(Date) (Month) (Year)

at _____ o'clock, in _____, New York
(Time) (Municipality)

Signed: _____ Title: _____

Witness: _____ Title: _____

F. Questions and Answers on issuing Local Emergency Orders

1. *Can anyone issue a Local Emergency Order?*

    - No. Only the Chief Executive of a county, city, town or village may issue a Local Emergency Order.

2. *What can a local Emergency Order include?*

    - An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of county government.

3. *Can a Local Emergency Order be issued at any time in an emergency?*

    - No. A Local Emergency Order can be issued only after the Chief Executive declares a local State of Emergency.

4. *Is it in effect indefinitely*?

    - No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by rescission by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

5. *Can an order be modified once it's issued?*

    - Yes. A Local Emergency Order may be amended, modified, or rescinded at any time by the Chief Executive during the State of Emergency.

6. *Can a Local Emergency Order be extended beyond five days?*

    - Yes. The Chief Executive may extend an order for additional periods up to 5 days each during the local State of Emergency. Each extension must be filed each time.

7. *Must the media be informed?*

    - Yes. The Local Emergency Order must be published as soon as practicable in a newspaper of general circulation in the area affected by the order. It should be published under the paid legal advertisement section. It must also be provided to radio and television media for broadcast.

8. *Can a citizen who disobeys an emergency order be arrested?*

    - Yes. Any person who knowingly violates any Local Emergency Order of a Chief Executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.

WASHINGTON COUNTY
EMERGENCY ALERT SYSTEM

*****ADVISORY*****

This plan and its contents represent general guidelines to which can be modified by Emergency Personnel as appropriate for its needs. This plan does not create any rights or duties that are enforceable in a court of law as the statements or suggested duties within the document are to be addressed only as guidance and will be ultimately assigned by the personnel in charge of that service or resource.

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INTRODUCTION

In times of Emergency the urgency to get a clear and timely message out to the public or those that need to be notified is increasingly important and the technology to which we receive information is ever changing and has been adapted to further move this process to being easier.

PURPOSE

The purpose of this document is to meet Federal guidelines set down for a plan by each county to be established by January 1, 1997. The contents in this document are produced to have a plan to alert the citizens of the affected areas of Washington County of a natural or technical (including man-made) disaster. To give advanced warning to potentially affected citizens on what steps should be taken to prevent injuries or deaths from occurring during an incident is an important step in the emergency management response and mitigation techniques and remains as an important tool.

AUTHORITY

Title 47 U.S.C. 161, 154 (1) & (o), 303 (r), 524 (g) & 606; and 47 C.F.R. Part II, FCC Rules & Regulations, Emergency Alert System

OBJECTIVE

The objective of this plan is to document the steps to take for the proper notifications to the sending agency (National Weather Services or media resources) to notify the citizens of Washington County of an impending emergency whether it is natural or technical (manmade) to prevent injury or death.

This document will utilize certain aspects of the Washington County Comprehensive Emergency Management Plan and the Hazardous Materials Response Annex in order to properly activate the EAS. This plan contains procedures for local officials and/or the National Weather Service to transmit emergency information to the public during a local emergency using the EAS.

This document is intended to supplement existing procedures in the EAS New York State Plan as promulgated by the State Emergency Communications Commission. Acceptance of or participation in this plan shall not be deemed as a relinquishment of program control and shall not be deemed to prohibit a broadcast or cable licensee from exercising her/his independent discretion and responsibility in any given situation. Stations originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system exercising discretion during the broadcast of emergency instructions to the general public is provided by FCC rules.

ACTIVATION OF EAS

WHO CAN ACTIVATE THE PLAN

1. President
2. Governor
3. Department of Homeland Security/ FEMA
    a. Chair, Washington County Board of Supervisors and/or the Dept. of Public Safety Director
4. National Weather Service
5. Media (radio, TV, cable) with authorization by one of the above.

AUTHENTICATION

The following authentication should be used in order to activate the EAS System:

- A return phone call to the appropriate number shall be made to verify the activation for emergencies.

HAZARDS WHICH REQUIRE PLAN ACTIVATION

1. Hazardous materials incidents which require notification of residential areas, private industries, or municipalities (including schools) for evacuation or shelter-in-place.

2. Natural disaster (notification from National Weather Service probable).

3. Any other major emergency where public would need to be notified.

COMMUNICATIONS WITH THE NATIONAL WEATHER SERVICE

1. Communications with the National Weather Service will be for the following reasons:

    a. A test of the Emergency Alert System
    b. An actual emergency where the system needs to be activated.

2. Communications will be by the following means:

    a. High band radio –FEMA/DHS Frequency
    b. Regular telephone
    c. eJusticeNY Integrated Justice Portal
    d. NAWAS (Washington County Emergency Management)
    e. Cellular phone
    f. Packet radio
    g. High band radio - local government

DEFINITIONS

1. Emergency - A situation posing an extraordinary threat to the safety of life and property. Examples are tornadoes, floods, earthquakes, icing conditions, heavy snows, widespread fires, discharge of toxic gases, widespread power failures, industrial explosions, civil disorders and radiological emergencies, etc.

2. Designated Local Government Officials - The person or persons designated by the state and local government as authorized by the Chairman of the Board of Supervisors and/or local authorized Emergency Management officials.

SAMPLE MESSAGES

1. Hazardous Materials:

   Washington County Executive has announced that an emergency condition exists at (insert area) and orders the evacuation of all persons living or working in Response Zone 1. Response Zone 1 includes_____

2. Weather:

   The National Weather Service has issued a:

_Tornado Warning	_Tornado Watch
_Severe Thunderstorm Warning	_Severe Thunderstorm Watch
_Flash Flood Warning	_Flash Flood Watch
_Special Marine Warning	_Flood Watch
_Lakeshore Warning	_High Wind Warning
_Winter Storm Warning	_Blizzard Warning
_Flood Warning	

   For the following counties in New York State:

_Washington	__Warren
_Saratoga	__Essex

   (Note: May use portions of counties, as appropriate)

   The (WARNING/WATCH) is in effect until (TIME AM/PM)

   (BRIEF, short-fused information as to the location and movement of storms, communities to be affected and description of hazard.)

   Stay tuned to local media or NOAA Weather Radio for more information and further updates on this WATCH/WARNING

   Notes: This message should take no longer than 45 seconds to broadcast.
   When completed, please initial this sheet and place on clipboard.
   Initials:

LIST OF PARTICIPATING AGENCIES

WAYI-FM Hudson Falls	WBZA Glens Falls	WWSC Glens Falls
WYLR-FM Glens Falls	WENU-FM Hudson Falls	WGFR-FM Glens Falls
WSTL Glens Falls	WGY Schenectady	

Activation of EAS in Emergencies

WARNING OF ENDANGERED POPULATIONS

1. Emergency warnings may be received at the 911 Communication Center through the National Warning System (NAWAS) or on eJusticeNY Integrated Justice Portal on a 24-hour basis.

2. Warnings and information are disseminated to the public over the Emergency Alert System (EAS). EAS is the "voice" of emergency public information.

3. The primary EAS program control station serving Washington County is WAYI-FM Hudson Falls, WBZA Glens Falls, WWSC Glens Falls, WYLR-FM Glens Falls, WENU-FM Hudson Falls, WGFR-FM Glens Falls, WSTL Glens Falls, and WGY Schenectady.

4. Notification of the public residing within an area exposed to a disaster will be accomplished by public address systems of local police and fire vehicles or door-to-door notification in rural and urban areas.

5. Special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly will be notified individually. Arrangement will be made for warning the hearing impaired as conditions warrant.

6. Emergency warnings may be received at the EOC office of Emergency Services, Washington County Sheriff's Office, Emergency Communications Center and the eJusticeNY Integrated Justice Portal, 24 hours.

SITUATION REPORTING

1. The Emergency Manager will prepare the initial disaster situation report to be submitted to the County Executive and the Department of Homeland Security. The report will contain the following information:

    a. Date and time of disaster
    b. Type of disaster
    c. General location of disaster
    d. Specific area affected including the number of people
    e. Number of injured (estimate)
    f. Number of dead (estimate)
    g. Damage or loss of municipal response equipment-assessment
    h. Roads closed
    i. Actions taken

2. The Emergency Manager or his designee will prepare follow-up reports.

3. Statewide emergency situation reports will be received through the National Warning System (NAWAS), the National Weather Service (NWS) and the eJusticeNY Integrated Justice Portal.

EMERGENCY PUBLIC INFORMATION

1. In consultation with the Emergency Manager or his designee, the Emergency Chairperson will designate a County Public Information Officer (PIO) as the authoritative spokesperson for the county.

2. The County Public Information Officer (PIO) responsibilities:

    a. Establish a Public Information Center (PIC) from where to respond to inquiries from the general public and news media and coordinate all official announcements, statements and briefings.
    b. Make arrangements with EAS to broadcast the location of PIC and designate a telephone number for the public to use to obtain information during the major emergency or disaster.
    c. Be in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.
    d. Authenticate all sources of information being received and verify accuracy.
    e. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
    f. Coordinate the release of official announcements concerning public safety to the public with the key departments and agencies involved.
    g. Clear all news releases with the County Executive.
    h. Check and control the spreading of rumors.
    i. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.
    j. Arrange any media and public tours of emergency sites with law enforcement personnel.
    k. Inform the public about places of contact for missing persons and continued emergency services with the Red Cross.
    l. Develop and keep updated Emergency Public Information (EPI) materials such as pamphlets with instructions as to what action to take (including instructions to groups when primary language is not English).
    m. Make EPI materials available for distribution to the public and use by the news media, including for the visually impaired.
    n. Make written and/or oral agreements with the news media for dissemination of EPI and emergency warnings and establish points of contact.
    o. Conduct annual information meetings with the news media to acquaint them with current emergency plans and procedures.

3. The Public Information Center (PIC) may be established at the EOC or at any location where information flow can be maintained without interfering with emergency operations.

4. The PIC may be located at a "one-stop" center where citizens and news media can obtain information and assistance.

IMMEDIATE PROTECTIVE ACTION

1. Protective action for emergency workers involved in containment, mitigation, assessment and recovery operations will be specific to the situation and the organization involved. The purpose of all protective actions will be to minimize the hazard to emergency response workers and the general public.

2. Depending on the type of disaster, the County Health Department, State Health Department, and/or other designated local or state agencies will combine their efforts for monitoring and exposure control.

3. The initial protective action recommendations will be made to the County EOC and to the incident commander. Reports and records will be communicated to and coordinated by the EOC.

4. The assessment of data will be done at the EOC as follows:
    a. All monitoring data received at the EOC will be plotted on overlays.
    b. Meteorological data received from the agencies and local NOAA stations will be recorded and correlated with monitoring data to construct downwind hazard predictions.
    c. These analyses will be compared to the more complex and definitive assessments received from state and federal sources.

5. The County Executive, on recommendation of County/State Health and/or other state technical assistance agencies, will order proper exposure control.

TECHNICAL ANNEX TO WASHINGTON COUNTY'S EAS PLAN

EAS MESSAGE PRIORITIES

1. A national activation for a Presidential message with the event code EAN must take priority over any other message and preempt it if it is in progress.

2. EAS participants should transmit other EAS messages in the following order:
    a. Local Area Messages
    b. State Messages
    c. National Information Center (NIC) Messages

3. During a national emergency, the radio and television broadcast network program distribution facilities must be reserved exclusively for distribution for Presidential messages.

4. NIC messages received from national networks which are not broadcast at the time of original transmission must be recorded locally by LP sources for transmission at the earliest opportunity.

TRANSMISSION REQUIREMENTS

1. Transmissions may be either automatic or manual.

2. Transmissions must include:
    a. EAS header codes
    b. Attention signal
    c. Emergency message

d. End of message (EQM)

VISUAL REQUIREMENTS

Effective July 1, 1997, television stations shall transmit a visual message containing the originator, event, location and the valid time period of an EAS message. If the message is a video crawl, it shall be displayed at the top of the television screen or where it will not interfere with other visual messages.

Television stations should ensure that pauses in video before EAS message transmissions do not cause television receivers to mute EAS audio messages.

TRANSMISSION REQUIREMENTS FOR CABLE

Effective January 1, 1997, cable systems shall transmit EAS audio messages in the same order as broadcast stations. The attention signal may be produced from a storage device. Additionally, subject cable systems must:

- Provide a video interruption and an audio EAS message on all channels. The audio message must state which channel is carrying the visual EAS message.

- Subject cable systems shall transmit a visual EAS message on at least one channel. The message shall contain the originator, event, location and the valid time period of the EAS message. If the visual message is a video crawl, it shall be displayed at the top of the subscriber's television screen or where it will not interfere with other visual messages.

- Cable systems shall provide a method to alert hearing impaired or deaf subscribers to EAS messages. Methods may include: a box that displays EAS messages and activates other alerting mechanisms or lights; visual messages on all channels; etc.

- Cable systems may elect not to interrupt EAS messages from broadcast stations based on a written agreement between all concerned.

UNATTENDED REQUIREMENTS

1. Automatic interrupt of programming and transmission of EAS messages is required when facilities are unattended and must include a permanent record that contains a minimum of the following:
    a. Originator
    b. Event
    c. Location
    d. Valid time period of the message

2. The decoder performs the functions necessary to determine which EAS messages are automatically transmitted by the encoder.

RETRANSMISSION REQUIREMENTS

1. Participants are required to transmit all received EAS messages that have the following event codes:
    a. Emergency Action Notification (EAN)
    b. Emergency Action Termination (EAT)
    c. Required Monthly Test (RMT)

2. And accompanying location codes for their state and state/county must be included as well.

3. These EAS messages shall be retransmitted unchanged except for the LLLLLLLL-code which identifies the broadcast station or cable system retransmitting the message.

4. If an EAS source originates any EAS messages with the above event codes, it must include the location codes for the state and counties in its service area.

5. Retransmission must be within the following time frame:
    a. EAS messages with the EAN and EAT event codes must be transmitted immediately upon reception.
    b. Monthly EAS messages must be transmitted within 15 minutes of reception.

MONITORING REQUIREMENTS

1. Broadcast stations and subject cable systems must monitor two (2) EAS sources specified in the state EAS Plan and FCC Map book.

2. Broadcast station and cable system management will determine which header codes for state and local area emergency situations will automatically interrupt their programming.

TESTING REQUIREMENTS

Entries shall be made in the broadcast station or cable system records for all tests.

REQUIRED MONTHLY TESTS (RMT) CONSISTS OF THE TRANSMISSION OF:

a. EAS header codes
b. Attention signal
c. Test script
d. EOM code

Tests in odd numbered months: 8:30 a.m. to local sunset.

Tests in even numbered months: local sunset to 8:30 a.m.

Originate from local or state primary sources.

Must be re-transmitted within 15 minutes of receipt

Class D FM and LPTV need to transmit only the test script.

REQUIRED WEEKLY TESTS (RWT) CONSISTS OF THE TRANSMISSION OF:

a. EAS header codes
b. EOM codes

Originated by stations once a week at random days and times, Class D FM and LPTV is not required to transmit, but must log receipt, Not required during the week that a monthly test is conducted.

PERIODIC NATIONAL TESTS:

National Primary (NP) sources shall participate in tests as appropriate. The FCC may request a report of these tests.

CLOSED CIRCUIT TESTS OF NATIONAL LEVEL EAS FACILITIES:

Not more than once a month and not less than once every three months. Test times will be selected by the White House. The FCC will notify participants at least four (4) working days before the test.

CO-LOCATED OPTIONS

Broadcast stations or cable systems that are co-owned and co-located may provide the EAS transmitting requirements with one EAS encoder and the monitoring requirements with one EAS decoder.

REMOTE CONTROL OPTIONS

1. Either manual or automatic operation of EAS equipment may be used at broadcast stations or cable systems that use remote control

2. If manual operation is used, an EAS decoder must be located at the remote control location and directly monitor the signals of the two assigned EAS sources.

3. If direct monitoring of the assigned EAS sources is not possible at the remote location, automatic operation is required.

4. If automatic operation is used, the remote control location may be used to override the transmission of an EAS message.

5. Broadcast stations and cable systems may change back and forth between automatic and manual operation.

ADDITIONAL CARRIER OPTIONS

Broadcast stations may additionally transmit EAS messages through other communications means than the main audio channel.

For example:
FM stations on sub-carriers including 57 kHz using the Radio Broadcast Data System (RBDS) standard produced by the National Radio Systems Committee (NRSC). Television stations may use subsidiary communications services

EQUIPMENT FAILURE PROCEDURE

Broadcast stations and subject cable systems must determine the cause of any failure to receive the required tests or activations. Appropriate entries must be made in the broadcast station log or cable system record indicating reasons why any tests were not received.

In the event of equipment failure, a broadcast station or subject cable system may operate without the equipment, pending its repair or replacement, for a period not in excess of 60 days without further FCC authority, with appropriate entries in the broadcast station log, or subject cable system records, showing the date and time the equipment was removed and restored to service. For personnel training purposes, the required monthly test script must still be transmitted even through the equipment for generating the EAS message codes, attention signal and EOM code is not functioning.

NATIONAL OPERATION PROCEDURE

The EAN is issued by the White House to:

a. Participating radio and television networks
b. Cable networks and program suppliers
c. Wire services
d. Communications common carriers

It is then disseminated via:

a. Radio and television broadcast networks to all affiliates with the use of internal alerting facilities.
b. Cable networks and program suppliers to cable systems and subscribers
c. Wire services to all subscribers (AM, FM, TV, LPTV and other stations)
d. Off-air monitoring of EAS sources

UPON RECEIPT OF AN EAN MESSAGE

1. Monitor the radio and television networks, cable networks and program suppliers, and wire services for further instructions.

2. Verify the authenticity of the EAN message with the current Red Envelope Authenticator List (broadcast stations only).

3. Monitor the two EAS sources assigned in the State or Local Area Plan.

4. Discontinue normal programming and follow the transmission procedures in the EAS Operating Handbook.

5. Non-participating National (NN) sources make the sign-off announcement and remove their carriers from the air and monitor for the Emergency Action termination message.

6. NN sources using automatic interrupt must transmit the header codes, attention signal, sign-off announcement and EOM code.

7. Transmit a common emergency message until receipt of the Emergency Action Termination Message.

8. TV broadcast stations shall display an appropriate EAS slide and then transmit all EAS announcements visually and aurally.

9. Stations in the International Broadcast Service must cease broadcasting immediately upon receipt of an Emergency Action Notification and must maintain radio silence until an EAT is issued.

STATE OPERATION PROCEDURE

1. EAN dissemination arrangements at these levels originate from State and local governments in accordance with State and local area plans.
   a. The EAS may be activated at the state or local area levels by broadcast stations and cable systems at their discretion for day-to-day emergency situations posing a threat to life and property.
   b. EAS operations must be conducted as specified in State and local area plans.
   c. State Relay (SR) sources monitor the State Relay Network or follow the State EAS Plan for instructions from the State Primary (SP) source.
   d. Local Primary (LP) sources monitor the Local Area SR sources to follow the State EAS Plan for instructions.
   e. Participating National (PN) and Non-participating National (NN) sources monitor the Local Area LP sources for instructions.
   f. Broadcast stations and cable systems participating in the State or Local Area EAS must discontinue normal programming and follow the procedures in the State and Local Area Plans.
   g. Upon completion of the State and Local Area EAS transmission procedures, resume normal programming until receipt of the cue from the SR or LP sources in your Local Area. Then broadcast the common emergency message. Resume normal programming at the conclusion of the emergency message.

Attachment 1 – Mass Notification System
Emergency Notification

Introduction

In an emergency it is absolutely imperative for public safety officials to reach those in the community who are most at risk. During an emergency situation, the local Emergency Alert System may be used to broadcast messages across the TV, Radio, Landline phones, and other emergency service broadcasting services.

Washington County uses mass notification services in conjunction with the traditional services offered on a national basis to convey the necessary messages in a way that will be directed to the users in the area that may be affected.

Purpose

With ever-changing technologies of mobile phones and the transition to more mobile application formats, instead of the more traditional landline telephone or "home phones", there is a gap that had been left in the notification process and this system allows the services of those on the go to be able to be notified of any condition that the user has seen fit to notify the public of. With the mass notification system users can register their mobile phones and emails to a database to be notified where ever they are and can be contacted as long as their device is within a service area. The mass notification system allows the County 911 Center to rapidly notify residents and businesses by telephone, text, or email.

Objective

In the event of an emergency, an operator in the 911 Center or a member of Emergency Management can identify the affected neighborhood or region of the County, and record a message that describes the situation and the recommended protective actions the residents should take. The mass notification system will automatically call out to all listed telephone numbers within that geographic area that is on the system and deliver the recorded message. If phone lines are busy, the system will attempt to redial those numbers a predetermined number of times to make contact. If an answering machine picks up the call, the emergency message will be left on the machine.

System Features

The mass notification system has a number of distinct advantages over other components of the warning system.

- It can provide an initial warning as well as specific instructions to protect at-risk citizens. Both factors are necessary for an effective warning.
- Mass notification can target specific geographic locations, warning only those people who are directly at risk.
- The system uses existing devices (telephones and computers) to alert citizens; there is no need for people to buy a specialized warning device.
- The system can deliver text messages to TTY/TDD devices. This feature has the potential to greatly enhance our ability to warn and protect citizens who are deaf or hard of hearing.

- System administrators can add telephone numbers to the database. This can be used to add unlisted telephone numbers and cell phone numbers to the system that would not be on the traditional 911 database provided from the phone companies.

System Uses

Some notification examples that may be used by Washington County with the mass notification system are:

Emergency:

- Dam Failure
- Civil Emergency Action requests
- Emergency Evacuations
- Emergency Sheltering and options
- Neighborhood Emergency Incidents
- Hazardous Materials condition
- Emergency Personnel Call-Outs (EOC Activation)

Non-Emergency:

- Boil Water Notifications
- Local Restrictions (water use, road closure, etc.)
- Training Exercise in the area
- Crime alerts area specific
- Planned outages (water, power, sewer, etc.)

Activation

The coordination and use of the mass notification system will be utilized and directed by the staffs of the Department of Public Safety and those that are authorized to enter the system within the 911 Communications Center. Any additional requests from other users or third party use of the system will have to come in through the Department of Public Safety and will be dispersed at the discretion of the Public Safety administration or authorized staff member present. If the need of dissemination is an emergency, notify the 911 Communications Center and the message can be developed and authorized for release in an emergency manner.

Summary

It will be at the discretion of the Department of Public Safety and / or the staff of the Emergency Communications Center, as to the deliverance of the message that is to be distributed and the final determination of the written text that is to be disseminated. In such case of when emergency notification is to be done on immediacy, the message may be conveyed in a manner that has been previously arranged accordingly with the staff and the message to be delivered in a timely manner.

All efforts to broadcast the most credible and tangible message will be attempted as well as relaying additional information as it shall arise through the proper channels. The emergency notification tool shall be used in such a way that it makes clear concise messages to the public or its intended audiences without any question as to the meaning of the message or its directed audience.

As with any other tool in the emergency services it is not the intention of replacing any previously arranged methods of contact but has been added to improve the effectiveness for dissemination of information of broadcasted information to the public from the Emergency Services.

NATIONAL INCIDENT MANAGEMENT SYSTEM

*****ADVISORY*****

This plan and its contents represent general guidelines to which can be modified by Emergency Personnel as appropriate for its needs. This plan does not create any rights or duties that are enforceable in a court of law as the statements or suggested duties within the document are to be addressed only as guidance and will be ultimately assigned by the personnel in charge of that service or resource.

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INTRODUCTION

New York State municipalities are required to have a comprehensive emergency plan designed for response to natural and technological emergencies within their political subdivision. The scope of emergency plans in this community ranges from the required *Hazard Mitigation Plan,* and the *Washington County Comprehensive Emergency Management Plan (CEMP)*, to hazard specific plans identified by the County's risk analysis and documented as appendices in the CEMP.

In accordance with these plans, and from local experience, emergency service providers prepare their response by issuing Standard Operating Procedures/Guidelines (SOP/G's) and/or General Orders.

Emergency Management practice in Washington County encompasses mitigation, readiness, response, and recovery, and follows guidelines established by the National Incident Management System (NIMS).

Washington County municipalities and their responder agencies maintain high public safety standards. County residents are fortunate to have the service of highly skilled responders, a communications network to coordinate these services, and public/private-sector agencies that support the field response through an Emergency Operations Center (EOC). This community has an excellent record of combining and coordinating its resources to deliver Public Safety services.

This plan is intended to enhance emergency response by providing guidance to command staffs that manage emergencies within our community and follow the guidance set forth by the NIMS standard.

AUTHORITY

Authority for planning is contained in NYS Executive Law, Article 2-B., "State and Local Natural and Man-Made Disaster Preparedness," and authorization for this plan is by consensus of the affected agencies through the Washington County Board of Supervisors.

MISSION

The purpose and mission of this Plan is to establish a comprehensive emergency management framework that defines roles and establishes responsibilities for all public safety agencies. This framework meets all National Incident Management System guidelines and expectations as outlined in Homeland Security Presidential Directive – 5.

SITUATIONS AND ASSUMPTIONS

A. Situation

a. Washington County is politically sub-divided into seventeen towns, eight villages, in accordance with NYS Executive Law, Article 2-B.
b. The emergency response community includes 8 law enforcement agencies, 27 fire departments, and 10 EMS providers. Other responders whose jurisdiction includes Washington County are the NYS Police, NYS DEC, the U.S. Coast Guard, the FBI and other State and Federal agencies.
c. Washington County's emergency response plans detail emergency notification and response to incidents within the county's boundary. They do not reference specific agencies or individual jurisdictions as each incident is unique within its own characteristics.
d. The Washington County "Incident Command System" was a model in the emergency management arena; and, local responders continue to receive training which was instituted here in 1985. All local training meets the requisite NIMS requirements and standards.
e. Local emergency response agencies want to enhance the effectiveness and efficiency of their response. They intend to capitalize on their experience, their training opportunities, and their common needs by developing and implementing a management framework for incident command.

B. Assumptions
   a. There have been and will continue to be emergencies which cross municipal boundaries and require response of multiple private and public-sector agencies.
   b. The severity may be of such magnitude to require assistance from State and/or Federal resources.
   c. The response and recovery operation may involve multiple agencies over a course of days or weeks.
   d. The command structure must recognize all agencies that have a role in delivering Public Safety services. It must include a unified command concept, and it must support the Incident Commander for the duration of the incident.

ORGANIZATION

A. The Incident Commander has the authority to direct and control emergency actions. A unified command system will be employed to facilitate a coordinated response by all local, state and federal agencies.
B. The Incident Commander will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander will secure the site with the aid of law enforcement and other available agencies.
C. The County Emergency Operations Center (EOC) will be activated for incidents identified and prescribed by emergency plans and/or as requested. The activities of the EOC will be coordinated by the Department of Public Safety staff.
D. The Fire Service will assist the Incident Commander to ensure effective and efficient utilization of mutual-aid, equipment, and resources.
E. Law Enforcement will assist the Incident Commander by securing and controlling access to the scene for the duration of the incident.
F. EMS will assist the Incident Commander with on-scene triage, treatment, and transportation of victims of the incident.

CONCEPT OF OPERATIONS

A. Preparedness
   a. Preparedness involves actions designed to save lives and minimize damage. It is mitigation, planning, and training for appropriate response when an emergency occurs.
   b. All responders will:
      i. Maintain a NIMS resource-typed inventory of equipment and personnel which can be utilized.
      ii. Train personnel in their responsibilities and emergency duties based upon NIMS standards and as required by this plan.
      iii. Conduct periodic NIMS-certified exercises to test the effectiveness of this plan.
      iv. Review and update their SOP/G's, and/or General Orders, as needed based on exercises, emergency response or changes in policy.
      v. Follow the established communications network identified in this plan.

B. Emergency Response

Emergency Response begins as soon as an incident is identified or reported. The numbering sequence is not meant to establish priority as all actions should be done as soon as possible.

   a. The first responder on scene will make a preliminary assessment and notify the 911/ECD Dispatcher, giving all available information. The Dispatcher will immediately notify agencies according to established protocols and communications plans.
   b. Several Washington County emergency plans specify the Incident Commander and the established positions there within. Individual municipalities (towns and villages) may also have emergency plans which designate the Local Incident Commander.

c. Upon arriving at the scene, the Senior Officer of these identified agencies designates or becomes the Incident Commander and will command and direct all emergency response actions based on their protocols or SOP/G's.
d. If these plans are not appropriate for the emergency, the first responders should designate a lead agency.
e. The Senior Officer of this agency designates or becomes the Incident Commander.
f. In addition to responsibilities assigned to the Incident Commander by individual emergency response plans, the Incident Commander must initiate the Incident Command System.

C. Recovery

Recovery immediately follows emergency response. It involves direction from the Chief Executive to restore the community to "normal" conditions. Recovery considerations are enumerated within the context of individual emergency plans.

D. Direction and Control

a. The Incident Commander will control and direct all activities at the scene.
b. The Command Post will be established at or near the scene as seen appropriate by the jurisdictional officials. This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander, should be limited to the Command and General Staffs and others who may be appointed by the Incident Commander.
c. If a disaster is declared, the Chief Executive will exercise Executive Authority over all disaster operations in the municipality in accordance with mission assignments contained in the emergency plan.
d. Lines of succession within the command structure will follow standard municipal practice.
e. A Joint Information Center (JIC) will be established at the direction of the Chief Executive Official if seen to be necessary based on circumstance (Alternatively from the EOC).

MISSION ASSIGNMENTS

A. The Incident Commander is responsible to implement the command structure for the incident, including but not limited to the following functions:
   a. Assess the magnitude of the scene and report this to the 911 Dispatcher, and assume overall responsibility for determining the status of the emergency.
   b. Establish and staff an Incident Command Post as needed.
   c. Develop and implement an Incident Action Plan (IAP).
   d. Assign Command Staff Officers as needed:
      - *Safety Officer*: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
      - *Liaison Officer*: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
      - *Public Information Officer (PIO)*: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
      - *Scribe(s)*: This person(s) will maintain an accurate time log of all activities surrounding the emergency to include decisions made in the Command Post / Operations Post and actions taken to resolve the emergency.
   e. Assign General Staff as Section Chiefs to implement the Incident Command System framework of Sections, Branches and Units as needed. Deputy Fire and EMS Coordinators, Senior Law Enforcement Officers, and Senior Staff from Public Safety agencies are available to the Incident Commander to become part of the General Staff:

- Operations Section Chief
  This person activates and supervises elements in accordance with the Incident Action Plan (IAP) by directing the execution of the IAP, activating and executing the Site Safety and Health Plan, directing the preparation of unit operational plans, requesting or releasing resources, making expedient changes to the Incident Action Plans as necessary and reporting to the Incident Commander.

- Planning Section Chief
  This person is responsible for working closely with the Incident Commander in formulating the best possible picture of the current situation, working closely with the Incident Commander in determining the incident strategy and tactical objectives, staffing, organizing, and supervising the planning section. Other responsibilities include planning for relief and replacement of staff as appropriate, preparing for and participating in planning meetings, establish working periods, completing necessary ICS forms for the IAP, ensuring the IAP is constructed, copied, and disseminated to all incident personnel, communicating and implementing the IAP and providing periodic status reports to the Incident Commander.

- Information and Intelligence (usually within the Planning Section)
  The analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information critical to effective incident mitigation. Traditionally, information and intelligence functions are carried out as part of the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. Within the scope of NIMS, the intelligence and information function may be organized in one of the following ways:

Within the Command Staff: This option may be most appropriate in incidents with little need for tactical or classified intelligence and in which incident-related intelligence is provided by supporting Agency Representatives, through real time reach-back capabilities.

Unit within the Planning Section: This option may be most appropriate in an incident with some need for tactical intelligence and when no law enforcement entity is a member of the Unified Command.

Branch within Operations Section: This option may be most appropriate in incidents with a high need for tactical intelligence (particularly classified intelligence) and when law enforcement is a member of the Unified Command.

Separate General Staff Section: This option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze large volumes of classified or highly sensitive intelligence or information. This option is particularly relevant to a terrorism incident, for which intelligence plays a crucial role throughout the incident life cycle.

Regardless of how it is organized, the information and intelligence function is also responsible for developing, conducting, and managing information related to security plans and operations as directed by the Incident Commander.

- Logistics Section Chief
  This person is responsible for working closely with the IC in anticipating and providing all incident support requirements, ordering of all resources through appropriate procurement methods, providing and establishing all incident facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel. Other responsibilities include staffing, organizing, and supervising the logistics section, planning for relief and replacement of staff as appropriate, preparing for and participating in planning meetings, completing necessary ICS forms for the IAP and providing periodic status reports to the IC.

- Finance/Administration Section Chief
  The Finance/Administration Section Chief is responsible for working closely with the IC in estimating, tracking and approving all incident expenses, monitoring and coordinating funding from multiple sources, and ensuring that all local, state, and federal rules and laws are followed. Other responsibilities include staffing, organizing and supervising the Finance Section, planning for relief and replacement of staff as appropriate, preparing for and participating in planning meetings, completing necessary ICS forms for the IAP and providing periodic status reports to the Incident Commander.

f. Describe the area affected by the emergency.
g. Assess the need for additional resources.
h. Assess the need to incorporate specific response plans in the emergency response. (i.e. Hazardous Materials, Terrorism, etc.)
i. Command and Control and direction for incident strategy and incident management through the Command Post.
j. Confer with the Chief Executive as requested.
k. Evacuation of public from the emergency site and the affected area.

l. Designate a staging area for the press/media representatives to gather their information in a controlled manner.
m. When transferring command, include a briefing that captures all essential information for continuing safe and effective operations through the next working period.

B. If a State of Emergency is declared, the Chief Executive is responsible for, but not limited to, the performance of the following functions:
   a. Participate with the County EOC which coordinates the efforts of volunteer agencies, state and federal authorities, public utilities and other support agencies during emergency response, and the recovery/rebuild phase.
   b. Brief municipal officials about the nature of the emergency / incident.
   c. Designate a municipal spokesperson that is prepared and authorized to establish a Joint Information Center (JIC), and discuss the emergency situation with the media. The municipal spokesperson and the Public Information Officer shall make joint news releases as appropriate and coordinate media requests through the JIC.
   d. Request state and/or federal aid through the Office of Emergency Management if the emergency is beyond local capability.
   e. Ongoing communication and support with the Incident Commander regarding all on scene activity.

C. The Fire Service is responsible for, but not limited to the following:
   a. Assume responsibilities as Incident Commander when the incident has a prescribed emergency plan designating the fire service as the lead agency.
   b. For those incidents without a prescribed emergency plan, immediately confer with law enforcement and EMS to ensure the activation of an Incident Command Post which is appropriately located and staffed.
   c. Assume and/or assist Incident Command System roles as directed by the Incident Commander.
   d. Assist the Incident Commander to ensure the effective and efficient utilization of fire mutual-aid, equipment and resources.
   e. Deputy Fire Coordinators should be available to the Incident Commander to become part of the Command and/or General Staff.
   f. The Incident Commander may also request Deputy Fire Coordinators to staff operational Branches and/or Units. These roles and responsibilities may include:

Staging Area Manager: This person is responsible for the orderly assembly (in a designated area) and on-scene dispatch of vehicles, equipment and personnel. The Staging Area Manager reports to the Operations Section Chief.

Fire Branch Director: This person is responsible for the direct management of all tactical activities conducted by fire department personnel.

Resources Unit Leader: A Resources Unit Leader is responsible for the Resources Unit and reports to the Planning Section Chief: This person is responsible to acquire all tactical resources or equipment needed by the Incident Commander. This function also includes the preparation and maintenance of displays, charts, or lists which reflect the current status and location of tactical resources.

Situation Unit Leader: This person should obtain briefing and special instructions from the Planning Section Chief, prepare and maintain Incident Situation Display(s) that may include maps, forms, weather reports, victim or damage assessment information and other reports for technical specialists, collect and maintain current incident data as required by the Public Information Officer, and receive briefings and information from field observers.

HAZMAT Branch Director: This person is responsible for the direct management of all tactical activities conducted by the HAZMAT Team.

D. Law Enforcement is responsible for, but not limited to the following:
    a. Assume responsibilities as Incident Commander when the incident has a prescribed emergency plan designating law enforcement as the lead agency.
    b. For those incidents without a prescribed emergency plan, immediately confer with the fire service and EMS to ensure the activation of an Incident Command Post which is appropriately located and staffed.
    c. Assume and/or assist Incident Command System roles as directed by the Incident Commander.
    d. Senior Law Enforcement officers shall be available to the Incident Commander to become part of the Command and/or General Staff.
    e. The Incident Commander may also request Senior Law Enforcement Officers to staff operational Branches and/or Units. These roles and responsibilities may include:

Law Enforcement Branch Director: This person is responsible for the direct management of all tactical activities conducted by law enforcement personnel.

Information and Intelligence Unit Leader: These responsibilities are described in ICS (Incident Command System).

Special Operations Branch Director: This person is responsible for the direct management of law enforcement's Special Operations tactical teams, e.g. Bomb Squads, SWAT Teams, Canine and Mounted Units.

Security Unit Leader: This person should provide a site security plan for the scene including all facilities and any necessary perimeters within the secured area. This person reports to the Logistics Section Chief.

E. Emergency Medical Services (EMS) is responsible for, but not limited to the following:
    a. Assume responsibilities as Incident Commander for incidents that are EMS specific, and do not initiate law enforcement or fire service response.
    b. For those incidents without a prescribed emergency plan, immediately confer with law enforcement and the fire service to ensure the activation of an Incident Command Post that is appropriately located and staffed.

c. Assume and/or assist Incident Command System management roles as directed by the Incident Commander.
d. Assist the Incident Commander to ensure the effective and efficient utilization of EMS mutual-aid, equipment and resources.
e. Deputy EMS Coordinators should be available to the Incident Commander to become part of the Command and/or General Staffs.
f. The Incident Commander may also request Deputy EMS Coordinators to staff operational Branches and/or Units. These roles and responsibilities may include:

EMS Branch Director: This person is responsible for the direct management of all tactical activities conducted by EMS personnel.

Triage Division Supervisor: This person is responsible for sorting patients to establish priorities of treatment and transportation. The Triage Division Supervisor reports to the EMS Branch Director.

Treatment Division Supervisor: This is the person with the highest emergency medical training designated by the EMS Branch Director and is responsible for the definitive on scene stabilization and treatment of the patients. The Treatment Division Supervisor is responsible for the establishment of the treatment area in a suitable location, and reports to the EMS Branch Director.

Transportation Division Supervisor: This person is responsible for the management of patient transportation from multiple patient medical incidents. In consultation with the Treatment Division Supervisor, the Transportation Unit Leader also allocates patients to appropriate medical facilities. This person reports to the EMS Branch Director.

Medical Unit Leader: This person will activate the Medical Unit and prepare the Medical Plan for all responders. The Plan will include procedures for major medical emergencies, response to requests for medical aid, medical transportation and medical supplies, and the process to prepare and submit medical reports.

F. Other Responders: The Incident Commander may request other agencies to respond to the scene. These agencies will typically provide resources which will aid and/or support response activities.
    a. These agencies will be involved in response as directed by the Incident Commander.
    b. Each such responding agency may become an Operations Branch within the Incident Command System. If an Operations Section Branch is established, each such responding agency will designate a Branch Director.
    c. All responders may become members of Task Forces and/or Groups as defined by the Incident Action Plan and designated by the Incident Commander.

G. The OEM Administrator/Emergency Manager has responsibility for, but is not limited to the following:
    a. Assume and/or assist Incident Command System roles as directed by the Incident Commander.
    b. Establishing an EOC in accordance with emergency plan protocols or by request of the Incident Commander and/or the Chief Executive.
    c. Coordinating staffing and functions of the EOC.
    d. Coordinating with the State Emergency Management Office regarding support from State and Federal Agencies.
    e. Coordinating support from private agencies and volunteer groups.
    f. Collecting, displaying and disseminating emergency information in the EOC.
    g. Keeping the Chief Executive fully informed of all operations.
    h. Supporting emergency response forces to the fullest extent.

H. The Command Post will function as:
    a. The place for direction and control of all on-scene activities under the supervision of the Incident Commander.
    b. The on-site headquarters for the Incident Commander and the Command and General Staffs.
    c. The central, site information link with the EOC and 911/ECD.

I. The Emergency Operations Center is responsible for, but not limited to, the following areas:
    a. Constant communication with the Incident Commander to coordinate and provide support as required.
    b. Coordinate regional, State and Federal support through the State Office of Emergency Management.

J. 911/Emergency Central Dispatch is responsible for, but not limited to, the following:
    a. Activate dispatch/notification protocols for appropriate responders.
    b. Maintain communication with the Incident Commander.
    c. Relay critical information to responders on their operating channels.
    d. Maintain 911/ECD communication services for the duration of the incident.

K. Public Safety Communications will:
    a. Upon notification, respond to the scene with communication capabilities as a mobile Emergency Dispatch Center.
    b. Assume responsibility as the Communications Unit Leader within the Incident Command System. This person shall advise the Logistics Section Chief about site communications capabilities/limitations. Responsibilities include: prepare and implement the Incident Radio Communications Plan; set-up telephone and public address systems; establish appropriate communications distribution/maintenance locations; ensure the proper functionality and distribution of communications systems and equipment; provide technical support, testing and repairs of equipment as needed; and, maintain an activity log.
    c. Support communication needs at the Command Post and the EOC.
    d. Integrate communications for local, state, and federal agencies as necessary.

L. The Joint Information Center (JIC)
    a. The Chief Elected Official shall designate a manager for the JIC operation.
    b. Once established, the JIC will be the focal point for all media interface and point of contact for media releases.
    c. The Incident Commander will immediately be notified when the JIC is ready for operation.
    d. All agency Public Information Officers will be notified of the Joint Information Center (JIC) location, and they will be encouraged to participate with the JIC operation to provide a unified a clear message coming out of the scene to the public.

EMERGENCY RESPONSE

A. Dispatch/Notification Protocol established in prescribed emergency plans and in hazard specific appendices will be followed when the incident is identified as such.
    a. If the incident is not identified as having a prescribed emergency plan, the Incident Commander will advise the 911/ECD Dispatcher about the agency to notify and dispatch.

B. Agency Communications
    a. Upon notification and dispatch, Public Safety Communications resources will respond to the scene and assume the Incident Command System role as Communications Unit Leader.

The Incident Commander and/or the Communications Unit Leader are responsible to designate communication frequencies for the incident.

SUPPORT
Emergency response operations will be initiated by local forces with support from regional, State and Federal resources as required and requested by the Chief Executive or designated official.

SPECIAL REQUIREMENTS
Upon completion and approval of this plan, it should be duplicated in sufficient quantity for response agencies. Municipalities should request key departments and agencies to familiarize themselves with this plan and their local response plan. Accurate records and logs must be kept of all actions, purchases, and resource expenditures. All expenses must be accounted with receipts and written records.

The Office of Emergency Management (OEM) will serve as a focal point for revising this plan, providing assistance to municipalities, and assisting in training and exercises. OEM will coordinate and facilitate a debriefing and/or a critique of all incidents which activate County emergency plans.

SUMMARY
This plan is integrated with the Washington County Comprehensive Emergency Management Plan but is not limited to the sole use of the stated applications mentioned as some incidents or events may require different terms or a change of the stated listings above. The plan is designed to be a starting point to the planning process of the emergency or event that will occur and is not conducive to specific incidents. Such action plans that have been designated a scene specific response can be found in the appendixes of the Washington County Comprehensive Emergency Management Plan.

Glossary of Terms

Administration/Finance Section
The Finance/Administration Section is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Agency Representative
A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Branch
The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section.

Branches are identified by the use of Roman numerals or by functional area.

Chief Executive
The Chief Elected Official of the political subdivision, i.e. County Executive, Village Mayor, or Town Supervisor.

Command
The act of directing, ordering, and/or controlling resources by virtue of explicit statutory, regulating, or delegated authority.

Incident Command Post (ICP)
The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified with signs or posted location.

Command Staff
In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have assistants, as needed.

Emergency Operations Center (EOC)
The Physical location that coordinates information and resources to support community emergencies and domestic incident management activities. An EOC may be a temporary facility or may be a permanently established facility. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), by some combination thereof, or as a Multi-Agency Coordination Center.

EMS Agency
Within its jurisdiction an EMS Agency shall coordinate and direct all victim triage, treatment, transportation and Advanced Life Support needs, as well as medical personnel safety.

EMS Communications
EMS must establish and maintain contact with the hospitals and all pre-hospital providers, and relay information between the hospitals and the EMS Branch Director.

EMS Branch
The function within ICS that provides on-scene triage, treatment and transportation of any victim(s) as a result of the incident.

Fire Service Branch
An operational Branch of ICS that is responsible for fire service resources to support incident response.

Fire Department
Within its jurisdiction a Fire Department shall coordinate and direct all fire department activities with responsibility for (but not limited to), rescue and fire suppression, scene stabilization and management, protection of exposures, agency notifications, scene safety, and personnel protection.

General Staff
The group of incident management personnel comprised of:

Operations Section Chief Logistics Section Chief
Planning Section Chief Finance/Administration Section Chief

HAZMAT Branch
Function within ICS that provides technical expertise and response tactics for a hazardous materials incident. It is directed by a HAZMAT Coordinator and principally deals with the technical aspects of the HAZMAT portion of the incident.

Incident
A natural or human-caused event, which requires an emergency response to protect life or property. Incidents may include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan
An oral or written plan reflecting the overall strategy for managing an incident. It prescribes objectives to be accomplished during a specified timeframe. It may identify operational resources and assignments. It may also include attachments that provide direction and important information for managing the incident during one or more operational periods.

Incident Commander (IC)
The individual responsible for all incident activities, including the development of strategies, tactics, the ordering, and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS)
A national framework for managing emergencies. It defines standards for participant roles and responsibilities, and prescribes an organizational structure to manage and direct emergency operations.

Inner Perimeter
The site and immediate zone of danger encompassing the incident.

Joint Information Center (JIC)
A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdictional Agency
The agency having statutory authority and responsibility for a specified geographic area.

Law Enforcement Agency
Within its jurisdiction the local Law Enforcement agency shall coordinate and direct all scene/accident investigation, traffic flow, alternate route selection, crowd control and officer safety.

Law Enforcement Branch
That function within ICS that provides investigation and enforcement of all statutory regulations and scene security. Law Enforcement is responsible for scene/accident investigation, traffic flow, alternate route selection, crowd control and officer safety.

Line of Succession
In the event of an attack or public disaster, each local government, through appointment by the Chief Elected Official, shall designate individuals (usually three) to serve as Emergency Interim Successors, whereby said individuals shall assume the powers and duties of the Chief Elected Official in his/her absence.

Logistics Section
The section is responsible to provide communications, facilities, services, and material support for the incident.

Medical Examiner
The Medical Examiner's office is responsible for the investigation and certification of deaths in the community which are suspected to be unnatural in manner. The office also investigates deaths which are medically unattended, deaths in jail, and those which may be of public health significance.

Office of Emergency Management (OEM)
OEM is the focal point of emergency management for natural, technological, human-caused and national security emergencies and as such develops, maintains and administers emergency management plans designed to save lives and protect property through prevention/mitigation, response and recovery from any emergency or disaster. OEM is the operational arm for the County Executive's statutory authority during emergencies.

Operations Section
The Operations Section is responsible for managing tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control, and restore normal conditions.

Outer Perimeter
Traffic control points designed to limit and control access to the incident area.

Plain Language
The use of plain English in radio communications transmissions. No ten-codes, or agency specific codes are used with plain language.

Planning Section
The Planning Section is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to understand the current situation, predict probable course of incident events and prepare alternative strategies for the incident. The Planning Section writes the Incident Action Plan for the Incident Commander's review and approval.

Public Information Officer
A member of the Command Staff responsible for interfacing with the public and media or with other agencies for incident-related information requirements.

Public Safety Communications Division
A division of the County Public Safety Department dedicated to providing professional service and support for governmental users of communication systems including repairs, installations, licensing, planning and system designs and 24-hour emergency service.

Rehab Area
This is an area established to provide for the rest, rehydration and medical monitoring of members engaged in the incident. When activated it should be located to facilitate the medical monitoring of personnel.

Resources
Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resources Unit
A functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipates resource needs.

Safety Officer
A member of the Command Staff responsible to monitor and assess safety hazards and/or unsafe situations and to develop measures to ensure personnel safety.

Scribe
This person maintains an accurate time log of all activities surrounding the emergency to include decisions made in the Command Post and actions taken to resolve the emergency.

Staging Area
An established location where resources await a tactical assignment and incoming units are sent for their assignments and accountability registration. The Operations Section manages the Staging Area.

State of Emergency
In the event of a disaster, rioting, catastrophe or similar public emergency, or in the event of reasonable apprehension of immediate danger, and upon a finding by the Chief Executive that the public safety is imperiled within the territorial limits of the county, city, town or village, the Chief Executive may declare a State of Emergency within any part or all of the territorial limits of such local government. Following such declaration, the Chief Executive may promulgate local emergency orders to protect life and property or to control the emergency (reference NYS Executive Law, Article 2-B.)

Triage Division
The Triage Division is responsible for sorting patients to establish priorities of treatment and transportation in preparation of transportation based on the priority of the patients' needs.

Treatment Division
The Treatment Division is responsible for the definitive on-scene stabilization and treatment of the patients working under the direction of the EMS Coordinator.

Transportation Division
The Transportation Division is responsible for the management of patient transportation from multiple patient medical incidents to appropriate medical facilities.

Unified Command (UC)
An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through their designated member to establish a common set of objectives and strategies for the Incident Action Plan.

EMERGENCY OPERATIONS CENTER

ACTIVATION GUIDELINES

*****ADVISORY*****

This plan and its contents represent general guidelines to which can be modified by Emergency Personnel as appropriate for its needs. This plan does not create any rights or duties that are enforceable in a court of law as the statements or suggested duties within the document are to be addressed only as guidance and will be ultimately assigned by the personnel in charge of that service or resource.

Emergency Operations Center

Attachments

1. EOC Telephone Numbers
2. Organizational Chart
3. Emergency Operations Center Check List
4. List of Potential EOC Staff
5. Floor Plan and Telephone Diagram
6. EOC Message Log

I. GENERAL

A. Purpose: The purpose of this annex is to establish standard procedures for the activation and operation of the Washington County Emergency Operations Center (EOC).

B. Scope:

i. This annex includes organizational and functional procedures necessary to activate and operate the EOC quickly and efficiently.

ii. This annex will apply except when modified as needed to meet specific conditions and situations; Modification will be carried out by the Emergency Management Director or his designee.

C. Facility: The EOC is located in the basement level of building "B" in the County Municipal Center (training rooms 1 and 2), located at 383 Broadway, Fort Edward. Access will be through the rear employee entrance doors of building "B".

i. The backup EOC is located at the Sheriffs Law Enforcement Center, 399 Broadway in Fort Edward.

D. Function: The EOC provides the necessary space and facilities for the centralized direction and control of the following function:

i. Direction of emergency operations
ii. Communications and warning
iii. Damage assessment and reporting
iv. Containment and / or control of hazardous material incident / emergency
v. Dissemination of severe weather watches and warnings
vi. Actions to protect the health and safety of the general public, to include:
    1. Public Information, instructions and directions
    2. Evacuation and / or sheltering

E. Staffing: The Washington County EOC will be manned by representatives of county and municipal governments involved in emergency operations and volunteers from civic organization as appropriate.

F. Security: When needed; will be provided by the Washington County Sheriff's Office. Two Sheriff's Deputies will be required to provide adequate security.

II. ACTIVATION OF EOC

A. <u>Warning / Alerts</u>

i. Source and Means of Receipt

1. Warnings / alerts may be received from and by any means. The more likely sources and means are shown below. Warnings or directed messages will be verified according to developed procedures to preclude unnecessary reaction to possible prank notifications.
    a. On-the-scene emergency personnel
    b. Weather Service
    c. Police agency
    d. Public Safety Office
    e. News Media
    f. Hazardous Materials fixed facilities (Industrial complex)

ii. Persons to receive messages

1. Warning may be received by Washington County Communications Center
2. Warning / alerts may also be received directly by the Washington County Department of Public Safety or their representative.

B. <u>Alerting Procedures</u> Upon receipt of an authentic warning message, the Department of Public Safety will:

i. Consult with the appropriate county and / or municipal officials and make recommendations for the activation of the EOC.

ii. Initiate alerting / notification procedures to extent directed in the manner prescribed in this annex.

iii. Officials alerted by the activation prescribed above will alert those individuals and / or departments for which they are responsible.

C. <u>Activation</u>

i. Authority to activate the EOC is vested in the Chairman of the Board of Supervisors and / or the Director of Public Safety who may consult with the County Emergency Action Team made up of the following but not limited to:

1. Sheriff
2. County Attorney
3. County Administrator
4. County DPW Superintendent
5. County Fire Coordinator
6. County EMS Coordinator
7. County Safety Officer

ii. Upon activation, members requested to report / respond or participate will be notified via mass notification system with detailed instructions on when / where to report, if required.

iii. The EOC will be considered activated when sufficient requested personnel for operational activities are physically present.

iv. Reporting: All personnel reporting for duty in the EOC will make their presence known to the Director of Public Safety or his section leaders and sign in for their position.

v. When the EOC is activated, space will be utilized as needed for the needs of the operation and any changes or appropriations will be designated by the Department of Public Safety.

vi. The initial situation briefing will be provided by the Director of Public Safety when the EOC is activated. Subsequent briefings will be held as needed.

LEVELS OF ACTIVATION

Level 1 – Full Activation (with possible State Requested Assistance)

During Level 1 activations, the Washington County Emergency Operations Center (EOC) is staffed with DPS personnel in a twelve hour rotating shift pattern, two shifts per day. The shifts directly correlate with DPS Operational Periods, which begin and end at 8:00 am and 8:00 pm. A majority of Washington County Departments and requested additional agencies are required to staff the EOC during Level 1 activations. All departments and agencies present are able to assist with requests for technical support and resource assistance specific to their areas of expertise. Information is gathered for submission to the NYS DHSES for possible state or federal assistance, or mobilization of State and Federal resources. Federal elements may also be co-located within the EOC. Decision-level DPS staff is available at the County EOC at all times.

Level 2 – Partial Activation

During Level 2 activations, the Washington County Emergency Operations Center (EOC) is staffed with DPS personnel in a twelve hour rotating shift pattern, two shifts per day. The shifts directly correlate with DPS Operational Periods, which begin and end at 8:00 am and 8:00 pm. A majority of Washington County Departments and requested additional agencies are required to staff the EOC during Level 2 activations. All departments and agencies present are able to assist with requests for technical support and resource assistance specific to their areas of expertise.

Level 3 – Limited Activation (Tactical Operations Center (TOC) Staffed with possible staffing of EOC)

During Level 3 activations, Department of Public Safety (DPS) staff is available from 8:00am to 8:00 pm, with the potential to transition to a 24 hour staffing pattern. County Department Heads and situation-specific agencies are alerted, and appropriate department and/or agency liaisons may be requested to staff the TOC. DPS staff will work closely with Departments and agencies to collect information, develop a state of situational awareness and establish a ready posture should the incident or event warrant additional assistance.

Level 4 – Enhanced Monitoring (every day monitoring of weather events and possible threats)

During Level 4 activations, Department of Public Safety staff is available 8:00am to 4:30pm, unless the situation warrants a different time frame. Situational awareness will be maintained and appropriate notifications will be made if necessary for additional actions or requests.

Demobilization

As conditions improve, at the discretion of the Director, the emergency activation status shall be evaluated and reduced accordingly until normal operations return to Level 4 status and no further assistance is required.

III. ORGANIZATION

A. Staffing

i. Full activation

ii. Limited (partial) Activation - Sections will be represented as directed by the Director of Public Safety.

B. Operations groups will be composed of the following:

i. Executive / command
- Chief Executive (i.e. BOS Chairman, Town / Village elected official)
- Director of Public Safety
- Public Information Officer
- Safety Officer
- Liaison

ii. Operations
- Director of Public Safety
- State, County and / or local Law Enforcement
- Fire / Rescue Chief
- Fire Coordinator
- Hazmat Coordinator
- EMS Captain
- EMS Coordinator
- Communications and Warning (Communications Supervisor)
- State, County and / or local Highway Superintendents
- County CART Team (Animal response team)
- NY State Department of Homeland Security, Emergency Management
- Others as required (i.e. National Guard, RACES etc.)
- Utilities (i.e. Verizon, National Grid, NYSEG etc.)

iii. Planning
- NY State IMAT (Incident Management Team)
- Hazardous Materials Safety Officer
- Damage Assessment
- Solid Waste
- Social Services
- Public Health
- Cornel Cooperative Extension
- Mental Health
- Animal Control
- Other technical support services as required (i.e. code enforcement)

iv. Logistics
- Transportation
- School Systems / Shelters
- Red Cross
- Other support agencies as required

v. Finance
- Finance Officer
- Purchasing
- Donations Coordinator

IV. OPERATIONAL PROCEDURES

General Duties and Responsibilities

A. Command

i. **Chief Executives:** Are responsible for the formulating of policy and operation guidelines for the conduction of emergency operations. They are also responsible for the overall management of survival and recovery efforts.

ii. **Public Safety Director:** Is charged with planning, organizing, directing and supervising emergency operations conducted within the county and in addition to other responsibilities shall:
    1. Act as the Chief-of-Staff for the BOS Chairman
    2. Assign and where necessary, train personnel to accomplish required tasks in the operation of the EOC.
    3. Ensure that the EOC annex and appropriate annexes are periodically updated
    4. Maintain sufficient supplies and equipment to ensure the operational capability of the EOC.
    5. Supervise and coordinate the functions during operations.
    6. Provide briefings as needed.
    7. Conduct other tasks as may be required to safeguard property and protect the people of Washington County in emergencies.
    8. Locate and Coordinate resources and resource requests.

iii. **Public Information Officer** Is responsible for overall coordination of public information activities and shall have the following roles:
    1. Establish procedures for the dissemination of information.
    2. Provide the public with educational-type information for their safety and protection.
    3. Disseminate public instruction and direction.
    4. Act as the government's point-of-contact with the news media.
    5. Serve under the direction of the Director of Public Safety or his designee.

iv. **Safety Officer:** Is responsible for ensuring the overall safety of the EOC at all times and ensuring compliance with OSHA standards.

v. **Liaison Officer** Assists the Incident Commander by serving as a point of contact for agency representatives who are helping support the operation and provides briefing to answer questions from supporting agencies.

B. <u>Operations</u>

i. **Director of Public Safety:** Controls the activity of those agencies making a direct response in the containment and reduction of the emergency and shall have the following roles:
    1. Be the recipient of all incoming information concerning the emergency situation.
    2. Have available the most current status of resources, (i.e. manpower, equipment and supplies), in and out of government.
    3. Establish a priority of effort based on the two preceding items of Information.
    4. Be supported within the EOC by the Administrative Department of county government which will:
        a. Maintain a complete record of activities in chronological order
        b. Provide personnel for secretarial and clerical activities as needed within the EOC
        c. Provide personnel for posting the operational status and activities on EOC display boards, charts, maps etc.

ii. **Law Enforcement:** The Law Enforcement group is headed by the County Sheriff or their representative. The Sheriff is supported as needed by the Local Police Departments and the New York State Police. In addition to normal law enforcement activities, the Sheriff is charged in Emergency Operations with providing assistance in warning, search operations, evacuation, EOC Security, escorts for school buses, traffic control and security for evacuated areas.

iii. **Fire Coordinator:** Fire Service within the County is represented in the EOC by the Washington County Fire Coordinator and, as necessary, the Chiefs of various Fire Departments as appropriate. Additional duties assigned to the Fire Service are many and varied. These duties are contained in current plans, particularly those involving hazardous material incidents / emergencies.

iv. **EMS Coordinator:** The EMS is represented in the EOC by the County EMS Coordinator. Resources for the service are those of the Department of Public Health, Rescue Squads and the Emergency Medical Service. In addition to services which would be required of this group in emergencies, they will support the medical and health requirements of Congregate Care.

v. **Communications and Warning:** Communications within the county are under the operational control of the Department of Public Safety. All Emergency Service agencies communications within the county are terminated in the county's Emergency Communications Center located just adjacent to the EOC. Warning within the county is provided by EAS with Cable Television interrupt on all channels and is supplemented by the mass notification and warning system, public address systems mounted in emergency service vehicles and fire service sirens located at certain fire stations. Warning is an assigned responsibility of the Department of Public Safety and supplemented by the various emergency service agencies. The direction and control of the warning systems is by the Director of Public Safety.

vi. **Streets, Roads and Highways:** The county DPW Superintendent is represented in the EOC. He will be responsible with maintaining an up-to-date inventory of damages to highway and highway systems. He will also coordinate closely with State DOT, Town and Village highway superintendents to keep streets and roads passable, and to coordinate debris removal.

vii. **Tri-County CART Team:** Shall be represented in the EOC by the Director of the ASPCA of upstate New York and by the County Public Health Department. CART will be responsible for the coordination and establishment of an animal friendly shelter, and the safe rescue, evacuation and care of companion animals.

viii. **NY State Department of Homeland Security and Emergency Management:** Shall be responsible for the overall coordination of state and federal response resources and obtaining such resources from appropriate state and or federal agencies and shall:

1. Forward requests for assistance and or resources to the appropriate state agencies.
2. Keep local officials briefed on the activities of the State.
3. Carry out other duties assigned by the State.

C. Planning

i. **Hazardous Material Safety Coordinator:** Operates under the authority of the Department of Public Safety and will serve as the Hazardous Materials Safety Section Chief. They are responsible for the receipt, evaluation and reporting of hazardous materials data. The HMSC is also responsible for working with the Health Director in making recommendations for Emergency Workers. The HMSC shall be assisted by the New York State Department of Environmental Conservation (NYS DEC) or associated response units.

ii. **Social Services:** In addition to the services provided by these organizations on a routine basis, they are tasked in emergencies with support operations. The Commissioner of Social Service shall make their staff available for the continued support of the persons that utilize the number of programs they provide, such as sheltering, feeding and emergency financial assistance.

iii. **Public Health:** Is represented in the EOC by the Director of Public Health. He/she is supported as needed by members of their staff as required. Based upon the nature of the incident. In addition to normal duties, the Health Director will be responsible for directing their staff to assist in issues dealing with public health concerns. The Health Director will also address specific issues concerning food products, sanitation and population exposure to diseases that may manifest themselves in times of disaster.

iv. **Mental Health:** Is represented in the EOC as required or requested by the EOC staff and / or the Director of Public Safety. Mental Health will be represented by the Director of the Warren / Washington County Association of Mental Health. The primary function of this person will be to provide assistance in the way of personnel to shelters when it is determined that mental health personnel are needed. They will support the Department of Public Health, Social Services and the Red Cross. The Mental health position is also responsible for arranging and coordinating the CIST (critical incident stress debriefing) teams for emergency services personnel.

v. **Cornell Cooperative Extension:** Agriculture is represented by the Cornell Cooperative Extension Director and is responsible for all issues concerning agriculture including assessing crop, livestock and their product damages that may result from the loss suffered in a disaster. This person will keep the EOC advised regarding agriculture losses or the potential of such losses. This person is also responsible for the coordination of the removal of dead farm animals and / or the decontamination of such animals. This person will be responsible for issuing proper authority to farmers to reenter stricken areas in coordination with the Sheriff and/ or appropriate law Enforcement agency. Also this person coordinates assistance to the public by means of public information concerning the consumption of food products or the preparation of same. This activity is conducted in a coordinated manner with the Department of Public Health and the Public Information Officer.

vi. **Damage Assessment:** Will be conducted by the NYS USAR (urban search and rescue) Team operated by the State office of Fire Prevention and Control, and the County Code Enforcement Office. Rapid and accurate means of developing this information is essential as it forms the basis for requesting assistance at the State and national level. Assistance will be provided by the American Red Cross if appropriate or requested.

vii. **Animal Control:** This section will be manned by the Director of the ASPCA of Upstate New York and / or their appointed representative. Animal Control will coordinate all issues dealing with domestic companion animals and assist Cooperative Extension as much as possible with livestock issues. These include issues of companion animals at shelters. The Animal Control section may draw upon whatever resources are necessary and available to assist them.

viii. **Other Technical Support Services:** Other technical support services may be necessary such as representatives of utilities, chemical manufacturers, radiation specialists, information technology or other specialists. These people serve as technical advisors, liaisons and technical support with the scope of their expertise.

D. Logistics: The logistics group is headed by the Logistics Group Leader. This group is responsible for maintaining a display within the EOC of the current status of available government resources. Additionally, they must be knowledgeable of those resources available with the county but not under government control. The Logistics group may be established to coordinate the acquisition of supplies, equipment and other resources. (Public and private) necessary and approved to resolve / recover from the emergency or disaster situation. Logistics is also is responsible for mass care and feeding to support the shelter operations.

i. **School Systems:** The Washington County Schools are represented in the EOC by the Superintendent of School District(s) affected by the emergency and / or their respective appointed representative who has the authority to act on behalf of the school(s). The primary function of this person is to coordinate school related issues such as student evacuations, transportation and the use of school facilities as shelters by the American Red Cross. This person works closely with the Red Cross and the County Departments of Social services and Public Health to ensure facilities are adequate and that the needs of both the public and the schools are met in times of disaster. This person serves as the primary Liaison between the County and the School District(s).

ii. **Red Cross:** In addition to the services provided by these organizations on a routine basis, they are tasked in emergencies with the operations of Congregate Care Centers (shelters) if required. Congregate Care includes the entire spectrum of mass care from registering occupants through feeding, bedding, and physical hygiene to returning the facility to its pre-shelter condition. The Department of Public Health and Social Services are responsible for coordinating Congregate Care to the special needs population.

iii. **R.A.C.E.S**. (Radio Amateur Civil Emergency Services) is represented by volunteer, licensed amateur radio operators and part of the County RACES program. A liaison is assigned by Washington County RACES to the EOC. This liaison is responsible for all RACES operations and staffing regardless of the location of the RACES operators. The primary function is to preform backup communications via radio with shelters and messaging from the EOC to outlaying emergency operations and serve as the link between shelter operations and the Red Cross liaison at the EOC. This person also ensures that all amateur radio equipment used is functional and within the standards of the service, and that all amateur radio personnel are licensed and member of RACES. RACES is also responsible for updating weather information in a timely manner using whatever tools are available and maintaining contact with NWS and keeping the EOC advised accordingly.

iv. **Donations Manager:** Is appointed by the Director of Public Safety, this person is responsible for the management of all donated goods received by the county that will be distributed to the public or for use by the public and / or the county.

All donated monies however are received as follows:

1. Donations marked for use by the county - to the Finance Officer
2. Donations marked for charitable use will be received and Distributed by the ***Economic Opportunity Council***.

v. **Finance** This group is under the direction of the County Finance Officer. This group may be established to:

1. Compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services
2. Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency / disaster situation.

Message Control

A. Radio communications received in the EOC will be via the County Communications Center. All traffic through the Center is recorded on digital format and in the computer aided dispatch system.
B. Incoming information will be passed to the Operations Group Chief for information and disposition as deemed appropriate.
C. Incoming information received via telephone or messenger will be written using the EOC messaging system furnished by the Director of Public Safety.
D. Actions taken as a result of incoming information will be made as an entry in the computer.

E. Outgoing messages: Copies of messages directing the commitment of resources or personnel will be made available to the Operations Officer and the information passed on to the Director of Public Safety by the agency directing the action.

V. ADMINISTRATION

A. Registration: A register will be maintained by Emergency Management for all personnel engaged in operational activities in the EOC. Name, title, agency and time in and out will be required for recording purposes.

B. Manpower: EOC Section Chiefs or their designated representatives will be responsible for notifying member so their staff and providing alternates as required.

C. Staff Support: Administrative and logistical support of staff members within the EOC will be provided by he County Administration Department.

D. Housekeeping

i. **Bedding:** Is available within the EOC and will be provided as needed during prolonged operations by the staff of Emergency Management and / or the Red Cross.

ii. **Meals:** With exception of special diets which are the responsibility of the individuals, meals will be provided within the EOC when circumstances dictate or outside travel is restricted or curtailed.

1. Preparation of meals within the EOC will be accomplished by either EOC personnel and / or procured from the private sector.

iii. **Personal Items:** Each individual reporting to the EOC for duty will make provisions for their own personal hygiene requirements, clothing and any special dietary needs or prescription medications.

E. Office Supplies: As initial supply of essential items will be furnished by the Department of Public Safety. Subsequent supplies will be made available from county or retail stocks

F. Transportation to and from the EOC is the responsibility of the individual. Should inclement weather or other conditions preclude vehicle movement, the Emergency Manager should be notified for whatever assistance he may be able to provide.

G. Status Information: The following status information will be maintained up-to-date in the EOC by the Operations Section an appropriate manner.

i. Operations Log
ii. Shelters (capacity and name)
iii. Weather Information
iv. Decontamination stations
v. Traffic Control points / road blocks
vi. Warning and notification routes

H. Maps: Maps that depict the area of the emergency will be posted and maintained. Such maps may depict demographic features and threats to the safety of people and property. The assistance of digital; media available may replace the need for paper copies and may supersede the need to distribute such printed material as seen fit for the incident.

I. EOC Security: Security will be provided by the Washington County Sheriff's Office. Security will carry out the following:

i. Ensure picture Id's are worn or carried at all times and only those persons with proper identification are admitted to the EOC during operational hours.
ii. Ensure an accurate log is kept of all persons entering or exiting the EOC.
iii. Ensure authorized visitors are escorted at all times in the EOC.
iv. Perform perimeter security checks ad ensure appropriate doors are locked or otherwise secured.
v. Perform other security functions as directed by the Sheriff, ranking law enforcement officer, or the Director of Public Safety.

J. EOC Setup: Setup of the EOC in training rooms 1 and 2, located in the basement level of building "B" in the County Municipal Center shall be tasked to the Superintendent of Building and Grounds. He and his staff will use the EOC floor plan, (attachment #6) as a guide to arrange all tables and chairs. Telephones will be installed and will be placed in designated locations.

K. Information Technology: The Director of Information Technology and her staff will be responsible for all of the I.T. needs of the EOC personnel, providing equipment and expertise.

VI. METHOD USED TO ALERT EOC STAFF

A. The staff of the Department of Public Safety, following receipt of alert from the Washington County Communications Center, will alert the Emergency Operations Staff via a direct radio alert or phone call, or by using the mass notification alerting system.

B. As each employee arrives, they may be provided an alert list and be directed to alert certain personnel remaining to be called.

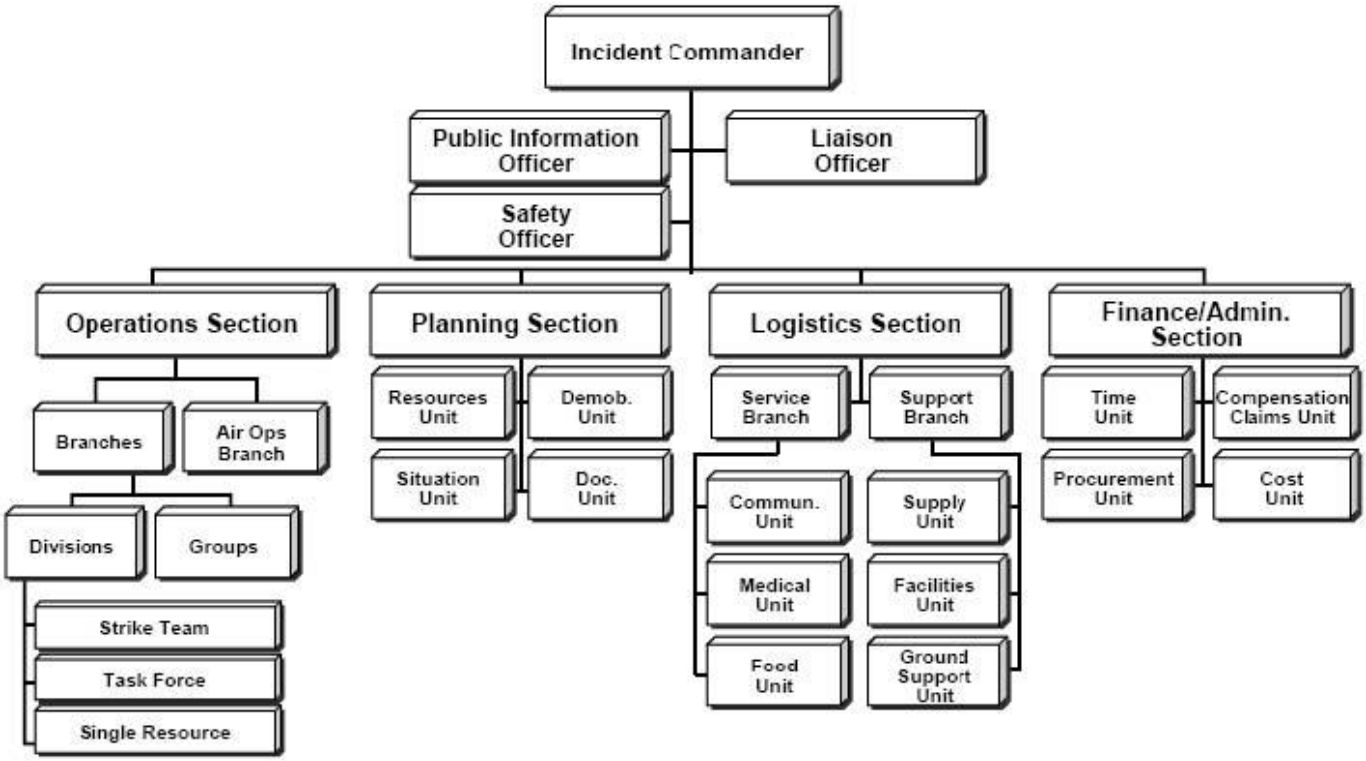
Attachment 1

LIST OF TELEPHONE NUMBERS ASSIGNED TO THE WASHINGTON COUNTY EOC

EOC Main Line	**747 -2500**
	746 -3141
EOC Fax:	**Fax:746 -2147**
Command	**746 -3114**
	-2141
	-2378
	-2148
Executive	746 -2377
	-2378
Operations	746 -2367
	-2368
	-2369
	-2370
Logistics	746 -2371
	-2372
Planning	746 -2373
	-2374
	-2375
	-2376
Finance	As Assigned
Wall Phone (within building use only)	746 -3351 -3349

Attachment 2

INCIDENT COMMAND ORGANIZATIONAL CHART



Attachment 3

EMERGENCY OPERATIONS CENTER CHECKLIST

Initial Activation

- ☐ Upon receipt of a confirmed/valid warning message or by being made aware of an incident, emergency, or impending event that may necessitate the activating of the Emergency Operation Center, the Director of Public Safety will gather as much information about the event as possible and determine if the circumstances warrant recommending activation to the ***County Emergency Action Team***.
- ☐ Meet with the County Emergency Action Team for a consensus as to further action.
- ☐ Notify the Building and Grounds Superintendent to begin setup the EOC. (Tables, chairs and phones per the floor and phone plan).
- ☐ Notify the I.T. Director to begin setup of EOC computer, fax, printer and scanning equipment
- ☐ If the incident or situation warrants, recommend to the Chairman of the Board, the issuance of a proclamation of an Article 2B, State of Emergency.
- ☐ Prepare an initial briefing to include, but not limited to:
    - The scope and known specifics of the incident that has caused the EOC to be activated.
    - The names and locations of Incident Commanders and Incident Command Posts
    - Location of the Incident(s) (i.e. countywide, area, specific location, etc.)
    - Number of units or personnel currently assigned or dispatch to the incident(s).
    - Number of currently know injured or dead.
    - Weather Conditions.
    - Initial Personnel that will man the EOC.
    - The expected time period of activation.
    - Security / Safety.
    - Sign in and sign out process
    - Messaging
    - Communications (i.e. telephone number assignments, radio assignments etc.).
- ☐ Establish EOC Incident Command
- ☐ Ensure that personnel are assigned to and understand their assignment to one or more of the five groups.
    - Command
    - Operations
    - Planning
    - Logistics
    - Finance
- ☐ Set up and turn on all electronic displays.
- ☐ Turn on and ensure operation of all computer equipment and software
- ☐ Activate all telephones and place telephone books at work areas.
- ☐ Ensure sufficient workspace and work equipment is on hand and in good working condition.
    - Pens
    - Paper
    - Computers
    - Forms
    - Other materials as necessary
- ☐ Start an EOC event / incident log
- ☐ Notify DHSES that the EOC has been activated and is operational (Provide a SITREP)
- ☐ Prepare an Incident Action Plan (IAP).

Full / Partial Continued Activation

- ☐ Conduct a full briefing when the EOC staff has arrived.
    - The briefing should include but be limited to:

- Scope and known specifics of the incident
- Names and locations of the Incident Commander and command posts
- Location of the incident(s)
- Number of Personnel / agencies assigned or dispatched
- Number of currently know injured or dead
- Weather Conditions
- The expected time period of the activation
- Security / Safety
- Sign in and sign out process
- Messaging
- Communications (telephone and radio assignments)
- House keeping
- Maps
- Group Assignments
- Likelihood of a "second shift" (12 hours on - 12 hours off)

☐ Continued briefings as often as necessary, but at least every two hour to update staff on new information and to be undated by them on their activities.
☐ Establish and maintain contact with DHSES, update SITREPS
☐ Receive and process resource requests
☐ Establish and maintain communications with:
  - On scene incident commanders / command posts
  - State /Federal agencies as appropriate
  - Communications Center
  - Utilities / State, county local DPW's
  - Media (through the PIO)
☐ Maintain the level of EOC activation as appropriate or until the incident is terminated.
☐ Prepare IAP for each shift
☐ Submit follow up SITREPS to OEM in a timely manner as appropriate
☐ As necessitated by the incident as it progresses, contact additional personnel for activation or possible activation. Such as:
  - Damage Assessment
  - Debris Management
  - Animal Control
  - Radiation Protection
  - Transportation

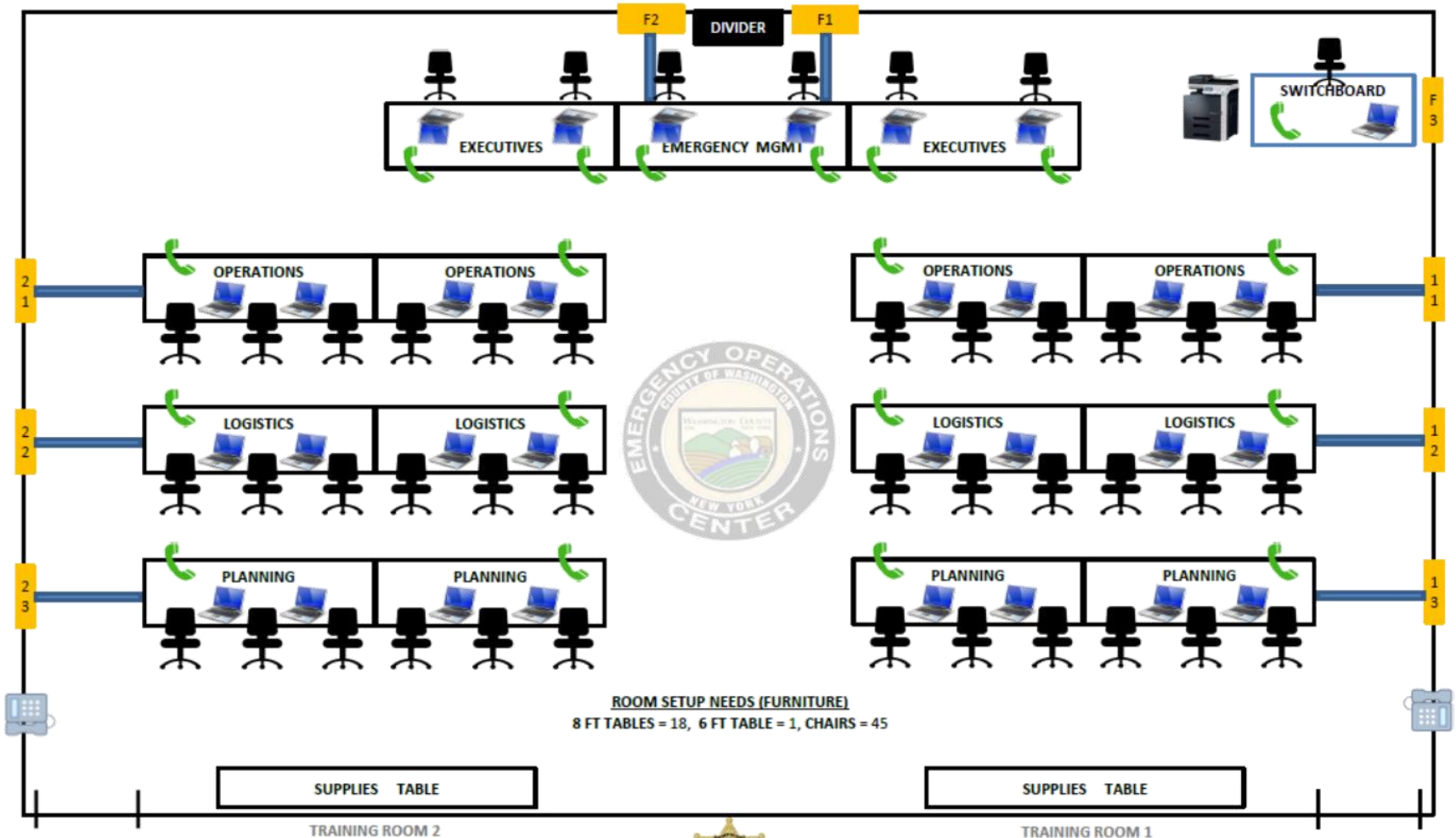
Closing or Deactivating the EOC

☐ When it is determined that closure of the EOC in imminent, prepare and hold a final briefing / debriefing. This debriefing should allow each EOC staff member to make comments, suggestions and offer a "thumbnail" critique of specific actions or inactions. During the debriefing you may want to include:
  - Return of Equipment
  - Report that are due or need to be collected
  - Final reminders of safety or security -Overall EOC performance
  - Success stories (or not so successful stories)
  - Lessons Learned
  - Date and time for the incident / emergency / disaster response critique
☐ Rescind the Article 2b emergency if appropriate
☐ Make backups of all computer records
☐ Print copies of reports or other documents that will be necessary to present to State/Federal agencies
☐ Collect all relevant damage assessment reports and / or reports from other agencies

- ☐ Gather and return all rented or borrowed equipment
- ☐ Have I.T. begin to dismantle and return all computer equipment
- ☐ Have Building and Grounds dismantle tables, chairs and phones.

WASHINGTON COUNTY EMERGENCY OPERATIONS CENTER

LOGISTICS LAYOUT - 11/12/2019



POWER / NETWORK / PHONE INFRASTRUCTURE NEEDS

1 & 2's:	20 FT Power Strip w/ 6 Outlets, 2 Analog Phone, 6 Network
F1 / F2:	20 FT Power Strip w/ 6 Outlets, 3 Analog Phone, 3 Network
F3:	10 FT Power Strip w/ 6 Outlets, 2 Analog Phone, 2 Network

INFORMATION TECHNOLOGY / PHONE NEEDS

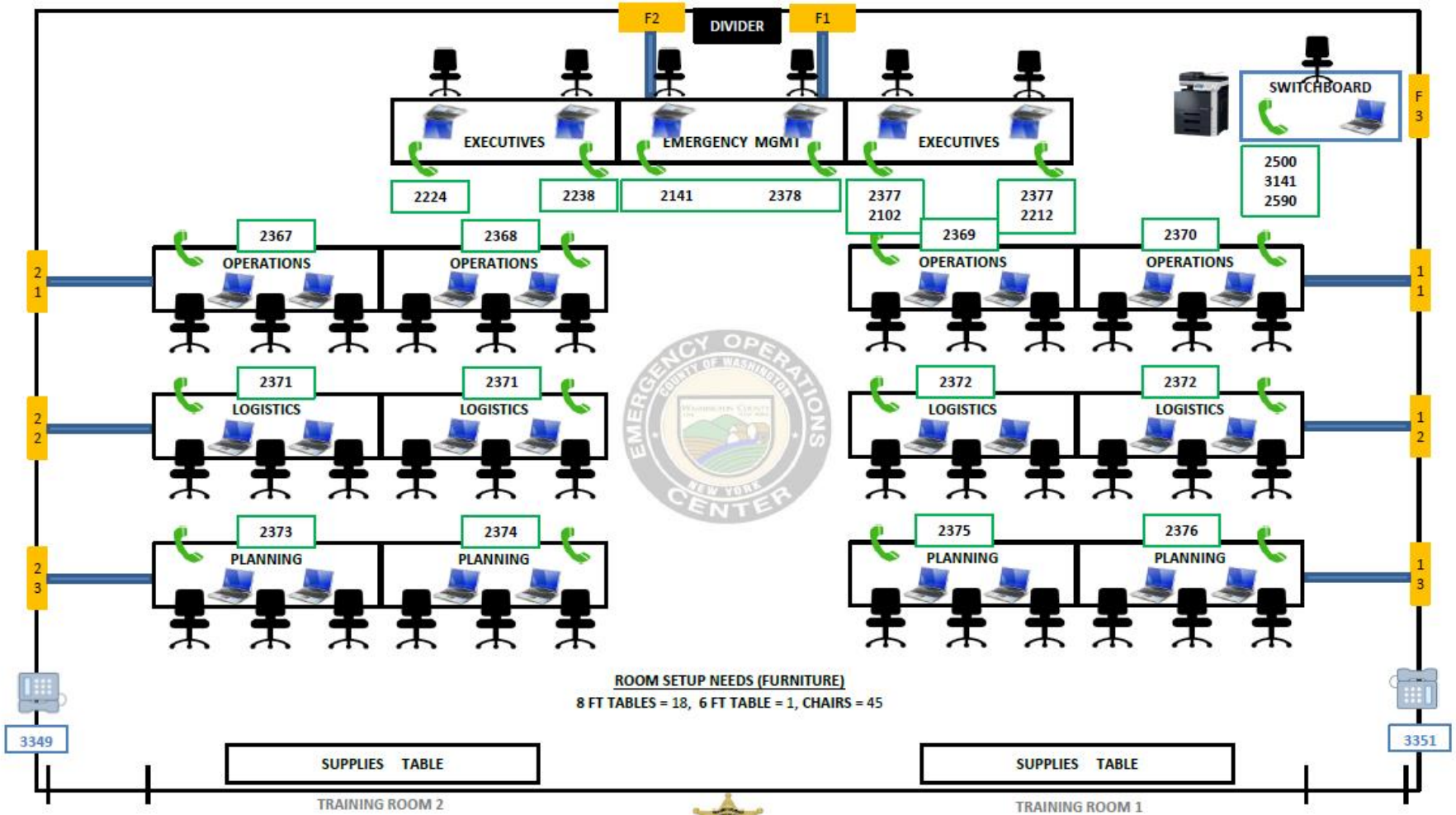
LAPTOP COMPUTERS: Up to 24 (Execs and EM's will provide their own)

DESK PHONES: 19

Prepared by: Public Safety (TRH) 11/12/2019

WASHINGTON COUNTY EMERGENCY OPERATIONS CENTER

PHONE PLAN LAYOUT - 11/12/2019



ROOM SETUP NEEDS (FURNITURE)

8 FT TABLES = 18, 6 FT TABLE = 1, CHAIRS = 45

POWER / NETWORK / PHONE INFRASTRUCTURE NEEDS

1 & 2's:	20 FT Power Strip w/ 6 Outlets, 2 Analog Phone, 6 Network
F1 / F2:	20 FT Power Strip w/ 6 Outlets, 3 Analog Phone, 3 Network
F3:	10 FT Power Strip w/ 6 Outlets, 2 Analog Phone, 2 Network

INFORMATION TECHNOLOGY / PHONE NEEDS

LAPTOP COMPUTERS: Up to 24 (Execs and EM's will provide their own)

DESK PHONES: 19

Prepared by: Public Safety (TRH) 11/12/2019

Attachment 8 - EOC Message Log

Event Name:_____ **Taker Name:**_____ **Date:**____/____/____

Message #	Time	From	To	Type of Message	Message Subject

HAZMAT / WMD / CBRNE

RESPONSE GUIDELINES

ADVISORY

This plan and its contents represent general guidelines to which can be modified by Emergency Personnel as appropriate for its needs. This plan does not create any rights or duties that are enforceable in a court of law as the statements or suggested duties within the document are to be addressed only as guidance and will be ultimately assigned by the personnel in charge of that service or resource.

HAZ-MAT / WMD / CBRNE
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Introduction

Recent events worldwide and in this country have caused all levels of government to take a closer look at terrorism and how it can affect us. This Annex to the Washington County Comprehensive Emergency Management Plan is for use by County and local officials in addressing the terrorism threat.

A terrorist act is defined by the U.S. Department of Justice as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Purpose

A. The purpose of this plan is to protect lives, property, and the environment by:
   a. Preventing, Mitigating, and Responding to terrorist incidents affecting Washington County;
   b. Establishing a concept of operations for response to a terrorist incident that can be supplemented with specific procedures to meet the requirements associated with Weapons of Mass Destruction (WMD);
   c. Linking existing County and Municipal authorities to State and Federal authorities, and the respective plans and capabilities that would be implemented in response to a terrorist incident in accordance with the Washington County Comprehensive Emergency Management Plan.

Scope

A terrorist incident could begin with a **general threat** of potential terrorist activity; continue with a specific **credible threat**, leading to an actual terrorist **incident**. Or it could begin with any of the above. The response to a terrorist incident includes two major components, which may operate concurrently or consecutively:

- **Crisis Management** is defined as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

- **Consequence Management** is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

- Crisis Management, the purview of law enforcement, may operate at a general threat, to a credible threat, through the incident. Consequence Management, the purview of all response agencies, may operate before, during, and after an incident, and continue until demobilization of emergency operations.

Situation and Assumptions

SITUATION

- Washington County's response to a terrorist incident will be determined by the material involved and by the authorities, plans and operations that are triggered. Weapons of Mass Destruction can include biological, nuclear radiological material, incendiary, chemical, and explosive. (B-NICE).

ASSUMPTIONS

- Terrorist incidents are usually directed at population centers and buildings or facilities that conduct operations for government, transportation, or industry.
- Terrorist incidents may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident.

- Terrorist incidents may require a vast response effort from all levels of government (federal, state, and local).
- Terrorist incidents may result in large numbers of casualties, including fatalities, physical injuries, and psychological trauma.
- The incident may be at multiple locations.
- The incident may be accompanied by fire, explosion, or other acts of sabotage.
- There may be a device set off that brings emergency responders to the scene, and then a second device is set off for the purpose of injuring the emergency responders.
- The presence of a chemical or biological agent may not be recognized until sometime after casualties occur.
- There may be a delay in identifying the chemical or biological agent present and in determining the appropriate protective measures.
- The chemical or biological agent may quickly dissipate or may be long-acting and persistent.
- Investigation of the cause of the incident and those responsible for it are important law enforcement activities.
- Resources for combating terrorist attacks exist in local, state, and federal governments.
- Recovery can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and psychological stress.

Concept of Operations

A credible terrorist threat or actual incident will likely require the response by the State and Federal governments. However, Washington County and its local governments will still play a key role in Crisis Management and the full role, initially, in Consequence Management, with that role continuing throughout. With the response of multiple levels of government, the coordination between and among such agencies is a necessity. The Incident Command System (ICS) is a means for ensuring that the required close coordination is realized. Washington County and New York State government will organize its response to a terrorist threat/incident according to the National Interagency Incident Management System (NIIMS) Incident Command System.

Under Federal law, the FBI is the lead agency for crisis management of threats or acts of terrorism. Thus, the FBI may establish an operations center for a terrorist event in Washington County. Also, at the federal level the Federal Emergency Management Agency (FEMA) provides support to State and local consequence management activities. Any FBI, FEMA or other Federal or State agency presence in Washington County for a terrorist event will be integrated into, and coordinated with, the Washington County ICS.

A terrorist incident may not be immediately detectable. It is as likely to be insidious, and not recognized for what it actually is – for a period of hours or days. This type of incident may present primarily a community health issue and will require a retrospective investigation and analysis.

Risk Assessment

Washington County with assistance from New York State Weapons of Mass Destruction Task Force has conducted an assessment of the terrorism threat throughout the County. As a result, several facilities/sites have been identified as potential terrorist targets. This list is confidential pursuant to section 87(2) of the State Freedom of Information Law and will not be published or released to the public. For each location, Washington County has met with the location's management and advised of basic security and detection measures that could assist in avoiding a terrorist incident.

Local Agency Capability Assessment

Following a review of County and local agencies procedures and resources and the conduct of two table-top exercises, the Washington County Emergency Planning Committee assessed its capability to respond to a terrorist incident and identified shortfalls in the County and local response. These shortfalls are addressed in the confidential report, The Terrorist Threat in Washington County: Capabilities and Shortfalls. For each shortfall the Report identifies alternate means to achieve the capability shortfall and/or a plan and timetable to overcome the shortfall. This Annex does not assume that any shortfall will be overcome and only includes capabilities that are current.

Situation Assessment Protocol

When a terrorist threat or incident occurs, it is critical to quickly identify and quantify any material that has or could be used by the terrorist to cause public harm.

A Technical Specialist Position(s) will be established and initially assigned to the Planning Section, but will be available for reassignment within the incident organization as deemed necessary by the Incident Commander. Local Technical Specialists may be required from:

- Washington County Public Health Nursing Service and Warren-Washington Mental Health Association
- Washington County Sheriff's Office and local municipal agencies (when available) Criminal Investigations
- Washington County Chairman, Board of Supervisors
- Washington County Department of Public Safety
- Hospital Emergency Medicine Departments
- Washington County Coroner
- NYSP

Such Technical Specialists will gather, analyze, and disseminate information related to the credibility of any WMD threat and/or evaluate the immediate and future threat to the public health and safety, the environment, and the infrastructure following an actual attack.

This analysis will include, when appropriate and available, reports from the New York State Counter-Terrorism Network (CTN), a review and assessment of hospital emergency room admission trends, Infection Control Program (ICP) reports, hospital laboratory reports, electronic mortality data, and school attendance records. Such an assessment can be part of an ongoing sentinel network to detect a terrorist incident when there are no other overt signs.

Technical Specialists will be supplemented, depending on the size, scope, duration, and specific legal requirement of the incident, with appropriate personnel from similar State and Federal agencies, including the State Division of Military & Naval Affairs' Civil Support Detachment (CSD). Requests for the CSD will be made to the New York State Office of Emergency Management (NYSOEM).

If the situation requires, and the number of Technical Specialists dictates, a Technical Specialist Unit may be formed in the Planning Section. The Technical Specialist Unit Leader will be assigned based on incident specifics, with a representative appointed from the department or agency whose area of expertise most closely parallels the nature of the incident. As the incident evolves, the position of Unit Leader may rotate among group members. Technical Specialists may also be assigned to the Situation Unit as Analysts and Field Observers.

Technical Specialists will advise Incident Command, through the designated chain of command, of appropriate technical protocols relative to specifically indicated or contraindicated actions necessary for mitigation of, and recovery from, a B-NICE incident.

Technical Specialists will assist in the preparation of contingency plans based on their continuing analysis of the event.

Incident Classification

Every terrorist threat or incident will be classified according to the Washington County's four emergency classification levels as described in the County Comprehensive Emergency Management Plan (CEMP), based upon the specific details of the event. In addition, the Federal Office of Homeland Security has established a five-level color-coded national Terrorism Threat Advisory System. The federal threat system's five levels are, from lowest to highest: (see CEMP, Appendix 2)

LOW THREAT	-	Green
GUARDED THREAT	-	Blue
ELEVATED THREAT	-	Yellow
HIGH THREAT	-	Orange
SEVERE THREAT	-	Red

Examples of the County incident classification in relation to the federal Threat System:

Response Level 0 - Could include both the federal LOW and GUARDED for general threats

Response Level 1 - Could include the federal ELEVATED THREAT for significant threat

Response Level 2 - Could include the federal HIGH and SEVERE THREAT depending on the particulars of the threat in relation to Washington County

Response Level 3 - Could include the federal HIGH and SEVERE THREAT

ICS for a Terrorist Incident

The ICS structure outlined in the County CEMP (Section III – I – C) is especially applicable to a terrorist incident involving a multitude of agencies from all levels of government. Several aspects of ICS are particularly pertinent to a terrorist incident:

The Incident Commander will likely be, initially, a local official. However, as State and Federal assistance arrives and the scope of the response expands and grows more complex, the need to transition Incident Command to the next level of government or to a Unified Command may become apparent. This transition must be accepted by all and Washington County officials will support such a transition. The FBI has primary law enforcement responsibilities for any terrorist incident.

The Incident Command Post is established by the Incident Commander. When sizing up facilities and locations to be used as a Command Post for a terrorist incident, keep in mind the likelihood of a significantly expanded operation and the need of a suitably large facility. This is preferable to finding a new location during the response to accommodate an enlarged response organization.

With likely State and Federal involvement, there may be a tendency to establish separate operations and operational facilities. However, under ICS all agencies and government entities will take part in one ICS structure. Local and County representation may be requested at other State and Federal operational facilities. In any event, it is imperative that only one facility be named, and operate as, the Incident Command Post at any one time.

Because a terrorist incident is a serious criminal act, all emergency personnel operating at the incident site should treat the site as a crime scene. Search and rescue, assessment and evaluation, and operational maneuvers on-site could destroy and contaminate evidence and disrupt the crime scene. Evidence is vital to the successful prosecution of perpetrators. Although Life Safety efforts are always paramount, emergency personnel must be cognizant of their actions and the ramifications that could result in evidence degradation.

Notification Procedures

Upon notification of a terrorist threat or incident at the County Communications Center, the dispatcher will notify the at least the following:

- County Department of Public Safety
- County Sheriff
- County Fire Coordinator
- Washington County Public Health
- County EMS Coordinator
- State Emergency Watch Center

Public Warning and Emergency Information

For a terrorist incident, all releases of information to the media will be reviewed by the ranking official, or designee, of the lead law enforcement agency at the scene, to ensure that the information will not impede any criminal investigation or prosecution. This is best achieved by the establishment of a joint news center. Reference County CEMP, Section III-II-E (6).

Decontamination Procedures

Washington County decontamination capabilities and procedures outlined in the County HAZMAT Response Plan, which is an Annex to the County CEMP, are applicable to a terrorist incident. In addition to the capabilities listed in the HAZMAT Annex, Washington County has the following decontamination capabilities for a terrorist incident:

Ex: The County HAZMAT Team has a three-station portable decontamination unit. It is capable of gross and secondary decontamination and has a capacity of handling 108 ambulatory persons per hour and 12 non-ambulatory persons per hour. Additionally, the HAZMAT team has a Level A WMD equipment cache including Decon facilities. Additional units of this type are available through SEMO Emergency Coordination Center.

Weapons of Mass Destruction Response

1. Anonymous caller indicating a WMD threat (including anthrax)

a. Gather as much information from caller as possible
b. Call 911
c. Evacuation should proceed
d. Law enforcement response including local authorities and FBI agent
e. Fire/EMS/SRT response not recommended unless device or substance is found
f. Routine law enforcement investigation
g. Investigative actions during this response may include:
    i. Information gathering at the scene
    ii. Building evacuation/search following local protocol
    iii. Taking control of the building ventilation system may be warranted based upon investigative findings.
        1. Included should be an assessment of the building ventilation system to rule out forced entry and tampering.

******Protective equipment should not be required unless hazards or risks are indicated. ******

a. Investigation similar to a telephonic bomb threat.
b. Suspicious findings during investigation should initiate a public safety response including:
    i. Fire/EMS/SRT.
    ii. Notifications per local plan should include local and state health departments.

2. Potential WMD device located

a. Call 911
b. Evacuation should proceed
c. Follow local protocols for risk assessment and evaluation of potential explosive devices
d. Law enforcement including local authorities and FBI agent
e. Fire/EMS/SRT
f. Local and state health departments

A. If explosive device is **not** ruled out:
    a. Coordinate efforts with local/regional agencies and notify FBI Bomb Data Center (BDC)
B. If explosive device **is** ruled out:
    a. Evaluate for potential chemical, biological, or radiological filler
    b. If no hazardous materials appear to be present, response continues as a law enforcement investigation.
C. Device with potential chemical or biological filler or supplement
    a. Secure assistance from SRT
    b. Contain the package following recommendations from a hazardous materials authority
    c. Options include double-bagging; steel cans, poly containment vessels, or utilization of a hazardous materials over-pack
    d. Control the material as evidence.
D. Potential release of WMD material from a device
    a. Control the ventilation system
    b. Follow protocols for a hazardous materials incident
    c. Evaluate the extent of contamination
    d. Evacuation of affected areas and decontamination procedures should be selected on the basis of an incident and risk assessment
    e. Provide medical attention following the recommendations from the local/regional public health medical authority
    f. Control and or isolate the hazard
    g. Request assistance from FBI/HMRU through local FBI

3. Specific situations - envelope with credible threat of biological material, letter opened and material present.

- Public safety response including local authorities, Fire/EMS/SRT, and FBI.
- Contain the package following recommendations from a hazardous materials authority.
- Options include double bagging; steel cans, poly containment vessels, or utilization of a hazardous materials over-pack.
- Control the material as evidence.
- Provide medical attention/decontamination following the recommendations from the local/regional public health medical authority.
- Evaluate the extent of contamination.
- Evacuation of the affected area and decontamination procedures should be selected on the basis of an incident hazard and risk assessment.

- Generally, medical prophylaxis and decontamination have not been indicated except for washing with soap and warm water.

4. Specific situations - envelope with potential threat of biological material, letter opened and no material present.

- Law enforcement response including local authorities and FBI.
- Fire/EMS/SRT response not recommended unless suspicious material is found or individuals are presenting symptoms.
- Double bag the material and place in a suitable container such as evidence paint can.
- Control the material as evidence.
- No medical attention/decontamination is necessary unless symptoms are present, although local public health authorities should be notified.
- Handle as a law enforcement investigation.

5. Specific situations - envelope with potential threat of biological material, letter not opened.

- Law enforcement response including local authorities and FBI.
- Fire/SRT response not recommended unless suspicious material is found.
- Double bag the material and place in a suitable container such as evidence paint can.
- Control the material as evidence and handle as a Law Enforcement Investigation.
- No medical attention/decontamination is necessary unless symptoms are present, local public health authorities should be notified.

Operational Considerations:

A. Assess Security – Response and Initial Approach

a. Indicators
   i. Is the response to a target hazard or target event?
   ii. Has there been a threat?
   iii. Are there multiple (non-trauma related) victims?
   iv. Are responders victims?
   v. Are hazardous substances involved?
   vi. Has there been an explosion?
   vii. Has there been a secondary attack/explosion?

b. If There Is One Indicator:
   i. Respond with a heightened level of awareness.

c. If There Are Multiple Indicators:
   i. You may be on the scene of a terrorist incident.
   ii. Initiate response operations with extreme caution.
   iii. Be alert for actions against responders.
   iv. Evaluate and implement personal protective measures.
   v. Consider the need for maximum respiratory protection.
   vi. Make immediate contact with law enforcement for coordination.
   vii. Response route considerations:
      1. Approach cautiously, from uphill/upwind if possible.
      2. Consider law enforcement escort.
      3. Avoid choke points (i.e., congested areas).
      4. Designate rally points (i.e., regrouping areas – different from staging area – for responders).
      5. Identify safe staging location(s) for incoming units.

B. Command Considerations

- Establish command.
- Isolate area/deny entry.
- Ensure scene security.
- Initiate on-scene size-up and hazard/risk assessment.
- Provide, identify, and designate safe staging location for incoming units.
- Ensure the use of personal protective measures and shielding.
- Assess emergency egress routes:
    - Position apparatus to facilitate rapid evacuation.
    - If you must use emergency egress, reassemble at designated rally point(s).
- Ensure personnel accountability.
- Designate incident safety officer.
- Assess command post security.
- Consider assignment of liaison and public information positions.
- Assess decontamination requirements (gross, mass, etc.).
- Consider the need for additional/specialized resources.
    - Fire
    - EMS
    - HazMat
    - Law enforcement/explosive ordnance disposal (bomb squad).
    - Emergency Management
    - Public Works
    - Public Health
    - Environmental
    - Others.
- Consider as a potential crime scene.
    - Consider everything at the site as potential evidence.
    - Ensure coordination with law enforcement.
- Make appropriate notifications.
    - Dispatch center (update situation report).
    - Hospitals
    - Utilities
    - Law Enforcement
    - State point of contact as appropriate.
- Prepare for transition to Unified Command.
- Ensure coordination of communications and identify needs.

C. On-Scene Size-Up

a. Review dispatch information.

b. Look for physical indicators and other outward warning signs (of biological, nuclear, incendiary, chemical and explosive events, including armed assault):
    - Debris field.
    - Mass casualty/fatality with minimal or no trauma.
    - Responder casualties.
    - Severe structural damage without obvious cause.

- Dead animals and vegetation.
- System(s) disruptions (utilities, transportation, etc.)
- Unusual odors, color of smoke, vapor clouds.

c. Victims signs and symptoms of hazardous substance exposure:
    i. Are there unconscious victims with minimal or no trauma?
    ii. Are there victims exhibiting SLUDGEM signs/seizures?
    iii. Is there blistering, reddening of skin, discoloration or skin irritation?
    iv. Are victims having difficulty breathing?
d. Identify apparent sign/symptom commonality.
e. Interview victims and witnesses (if possible):
f. Is everyone accounted for?
g. What happened (information on delivery system)?
h. When did it happen?
i. Where did it happen?
j. Who was involved?
k. Did they smell, see, taste, hear, or feel anything (out of the ordinary)?
l. Identify type of event(s):
    - Biological
    - Nuclear/radiological
    - Incendiary
    - Chemical
    - Explosive
    - Armed assault
m. Weather report considerations:
    - Downwind exposures
    - Monitor forecast
n. Determine life safety threats:
    - Self
    - Responders
    - Victims
    - Public
o. Determine mechanism(s) of injury (TRACEM-P):
    - Thermal
    - Radiological
    - Asphyxiate
    - Chemical
    - Etiological
    - Mechanical
    - Psychological
p. Estimate number of victims:
    - Ambulatory
    - Non-ambulatory
q. Identify damages/affected surroundings:
    - Structural exposures
    - Downwind exposures

- Environmental exposures
- Below-grade occupancies
- Below-grade utilities
- Aviation/air space hazards

r. Consider potential for secondary attack:
- Chemical dispersal devices
- Secondary explosive devices
- Booby traps

s. Determine available needed resources:
- Fire
- EMS
- HazMat
- Law enforcement/explosive ordnance disposal (bomb squad)
- Emergency Management
- Public works
- Public Health
- Environmental
- Others

D. Incident Site Management, Safety, and Security

a. Reassess initial isolation/standoff distances:
- Establish an outer perimeter.
- Establish an inner perimeter.

b. Initiate public protection actions:
- Remove endangered victims from high-hazard areas.
- Establish safe refuge area (contaminated vs. uncontaminated).
- Evacuate
- Protect in place.

c. Identify appropriate PPE options prior to committing personnel
d. Dedicate emergency medical services needed for responders
e. Prepare for gross decontamination operations for responders
f. Coordinate with law enforcement to provide security and control perimeters
g. Designate an emergency evacuation signal

E. Evidence Preservation

a. Recognize potential evidence
- Unexploded device(s)
- Portions of device(s)
- Clothing of victims
- Containers
- Dissemination device(s)

b. Note location of potential evidence
c. Report findings to appropriate authority
d. Move potential evidence only for life safety/incident stabilization
e. Establish and maintain chain of custody for evidence preservation

WASHINGTON COUNTY BOMB THREAT CARD

Instructions:

First, immediately after the caller hangs up, call 911. Do as you are advised. Afterward, complete this form and share it with the appropriate law enforcement responders.

Questions to Ask During the Threat

1. What kind of bomb is it? ☐ Time ☐ Other _____
2. Where is it right now? _____
3. When is it going to explode? _____
4. What does it look like? _____
5. Did you place the bomb? _____
6. Why? _____
7. What is your name? _____
8. What is the name of your organization? _____
9. What is your address? _____

Exact Wording of Threat

_____

_____

_____

_____

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Time: _____ Date: _____

Number at which call was received: _____

Emergency Telephone Number: **911**

BOMB THREAT

("X" all applicable items)

Description of Caller's Voice

- ☐ Calm
- ☐ Angry
- ☐ Excited
- ☐ Slow
- ☐ Rapid
- ☐ Soft
- ☐ Loud
- ☐ Disguised
- ☐ Laughter
- ☐ Crying
- ☐ Normal
- ☐ Distinct
- ☐ Slurred
- ☐ Nasal
- ☐ Stutter
- ☐ Accent
- ☐ Lisp
- ☐ Raspy
- ☐ Deep
- ☐ Ragged
- ☐ Clearing Throat
- ☐ Deep Breathing
- ☐ Cracking Voice
- ☐ Familiar

If voice familiar, who did it sound like?

Background Sounds

- ☐ Motor
- ☐ Clear
- ☐ Office Machinery
- ☐ PA system
- ☐ Local
- ☐ Music
- ☐ Voices
- ☐ Factory Machinery
- ☐ Static
- ☐ House Noises
- ☐ Crockery
- ☐ Street Noises
- ☐ Animal
- ☐ Long Distance
- ☐ Cell Phone Sounds

Other (explain): _____

Threat Language

- ☐ Foul
- ☐ Taped
- ☐ Incoherent
- ☐ Well Spoken (educated)
- ☐ Message Read by Caller
- ☐ Irrational

Remarks: _____

Employee Making Report: _____

Position/Job Title: _____

Telephone Number (location): _____

Date / Time: _____

BOMB THREAT

WMD Definitions

Biological Agents

The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Chemical Agents

The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Civil Support Detachment (CSD)

A highly trained and specially equipped National Guard team designed to support civilian first responder agencies in the event of a WMD incident. Their role is to assess a suspected nuclear, biological, chemical, or radiological event in support of the civilian on-scene commander, advise local first responders on appropriate actions to be taken. This team can only be activated by the Governor or the Adjutant General.

Consequence Management

Consequence management is defined as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

Counter-Terrorism Network (CTN)

The New York State Counter-Terrorism Network (CTN) provides critical intelligence in the war on terrorism to local law enforcement personnel statewide. The network establishes a secure, two-way system for conveying counter-terrorism related information throughout New York State. The CTN will be used to send electronic alerts to the recipients who will be provided with a stand-alone flat screen computer system.

Initially, it is deployed to the 16 law enforcement zones throughout the State. The second phase of the program will include the establishment of two-way communication between local law enforcement and the Office of Public Security, and eventually each of New York's 543 local police departments will have access to the CTN. Non-law enforcement agencies, like private corporations and critical infrastructure locations will also be connected through the network to ensure that all of the State's assets are alerted to potential threats.

Credibility Assessment Team (CAT)

Credibility Assessment Teams are specially trained and equipped first responders who will be available to assist first responders at a suspected or actual WMD event in assessing the threat present. This team can be requested through the County Fire Coordinator by the On Scene Commander (OSC), and serve at discretion of the OSC. For a state agency response, the State Office of Fire Prevention and Control will appoint a liaison to coordinate with the local CAT if one is available, who will report to the LSA on scene.

Credible Threat

The FBI conducts an interagency threat assessment with state, and when appropriate, local law enforcement, that indicates that the threat is credible and confirms the involvement of a WMD in the developing terrorist incident.

Crisis Management

Crisis management is defined as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Domestic Emergency Support Team (DEST) (federal)

PDD-39 defines the DEST as a rapidly deployable federal interagency support team established to ensure that the full range of necessary expertise and capabilities are available to the on-scene coordinator. The FBI is responsible for the DEST in domestic incidents.

Incident Command System (ICS)

The National Interagency Incident Management System (NIIMS) adopted by the State in 1996 under Executive Order #26, will be used by all state agencies in response to disasters and emergencies.

Lead Agency

The State department or agency assigned lead responsibility to manage and coordinate a specific function, either crisis management or consequence management. Lead agencies are designated on the basis of their having their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific function. State Agencies support the overall Lead State Agency during all phases of the terrorism response.

Nuclear Weapons

The Effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

Senior SEMO Official

The Director of NYSOEM, or his/her appointed representative to represent NYSOEM in the Incident Command Post.

Technical Operations

As used in this annex, technical operations include actions to identify, assess, dismantle, transfer, dispose of, or decontaminate personnel and property exposed to explosive ordnance or WMD.

Terrorist Incident

The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Weapon of Mass Destruction (WMD)

Title 18 of the United States Code, Section 23329(a), defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Attachment 1
Terrorism Incident Specific Checklists

Biological

General Information

- Biological agents may produce delayed reactions.
- Unlike exposure to chemical agents, exposure to biological agents does not require immediate removal of victims' clothing or gross decontamination in the street.
- Inhalation is the primary route of entry.
- SCBA and structural firefighting clothing provides adequate protection for first responders.
- DOT-ERG # 158 provides additional information.

Response Recommendations

- Position uphill and upwind and away from building exhaust systems.
- Isolate/secure the area. (DOT-ERG #158 recommends initial isolation distance of 80 feet.)
- Do not allow unprotected individuals to enter area.
- Be alert for small explosive devices designed to disseminate the agent.
- Gather information:
    - Type and form of agent (liquid, powder, aerosol)
    - Method of delivery
    - Location in structure

Operational procedures are provided on the following pages for the following scenarios:

- Wet/dry agent from a point of source.
- Threat of agent placed in HVAC system or package (with *no* physical evidence).
- Confirmed agent placed into HVAC system (visible fogger, sprayer or aerosolizing device).

Wet/Dry Agent from Point Source

- Personnel entering area must wear full Personal Protective Equipment (PPE), including Self-Contained Breathing Apparatus (SCBA).
- Avoid contact with puddles, wet surfaces, etc.
- Isolate area of building.
- Keep all potentially exposed individuals in close proximity, but out of the high hazard area.
- Shut down HVAC system that services the area.
- If victims have visible agent on them:
    - Wash exposed skin with soap and water.
    - If highly contaminated (i.e., splashed) and the facility is equipped with showers, the victims may take a shower and change clothes as a precaution.
    - HazMat team may be able to conduct a bioassay field test (limited number of agents).
- If possible, a sample of the material may be collected for testing:
    - If test results are positive, decontaminate in shower facility with warm water/soap.
    - Provide emergency covering/clothing and bag personal effects.
    - Refer to medical community for treatment.

Threat of Dry Agent Placed into HVAC System or Package with No Physical Evidence

- Isolate the building:
  - Keep all potentially exposed victims in the building.
  - Shut down all HVAC systems for the building.
- Collect information regarding the threat, target or any previous activity to gauge the credibility of the threat.
- Initiate a search of the building.
- Personnel entering must wear full PPE, including SCBA.
- Avoid contact with puddles, wet surfaces, etc.
- Investigate all HVAC intakes, returns, etc., for evidence of agent or dispersal equipment.
- If any evidence of an agent is found in/near the HVAC system, remove occupants from the building and isolate them in a secure and comfortable location.
- If a suspicious package is found, handle as a point of source event.
- Contaminated victims should shower and change. No decontamination should take place unprotected and in the open. Tents or other sites should be used.
- Exposed victims may shower and change at their discretion.
- Refer to medical community for treatment.

Confirmed Agent Placed into HVAC System (Visible Fogger, Sprayer or Aerosolizing Device)

- Personnel entering must wear full PPE and SCBA.
- Avoid contact with puddles, wet surfaces, etc.
- Remove occupants from building/area, and isolate in a secure and comfortable location.
- Shut down HVAC system(s).
- HazMat team may be able to conduct a bioassay field test (limited number of agents).
- If test results are positive, contaminated victims should shower and change. No decontamination should take place unprotected and in the open. Tents or other sites should be used.
- Gather all decontaminated victims in a specific holding area for medical evaluation.

Nuclear/Radiological

General Information

- Radiological agents may produce delayed reactions.
- Unlike exposure to chemical agents, exposure to radiological agents does not require immediate removal of victims' clothing or gross decontamination in the street.
- Inhalation is the primary route of entry for particulate radiation.
- In most cases, Self-Contained Breathing Apparatus (SCBA) and structural firefighting clothing provides adequate protection for first responders.
- Alternately, gamma sources require minimizing exposure time and maintaining appropriate distance as the only protection.
- Exposed/contaminated victims may not exhibit obvious injuries.
- DOT-ERGs #163 & 164 provide additional information.

Response Recommendations

- Position upwind of any suspected event.
- Isolate/secure the area. DOT-ERG #163 recommends a minimum distance of 80 to 160 feet.

- Be alert for small explosive devices designed to disseminate radioactive agent(s).
- Use time, distance, and shielding as protective measures.
- Use full Personal Protective Equipment (PPE) including SCBA.
- Avoid contact with agent. Stay out of any visible smoke or fumes.
- Establish background levels outside of suspected area.
- Monitor radiation levels.
- Remove victims from high-hazard area to a safe holding area.
- Triage, treat, and decontaminate trauma victims as appropriate.
- Detain or isolate uninjured persons or equipment. Delay decontamination for such persons/equipment until instructed by radiation authorities.
- Use radiation detection devices, if possible, to determine if patients are contaminated with radiological material.

Incendiary

General Information

These are usually of three types: mechanical, electrical or chemical. The purpose of these devices is to set other combustible or flammable materials ablaze. These devices may be used in combination with other devices. Detection of such devices is nearly impossible. They may be simple or elaborate: time controlled or mechanically operated and be in any shape or size. Normally, the device is a material or a mixture of materials designed to produce enough heat and flame to cause combustible material to burn once it reaches its ignition temperature.

Extinguishment of such devices depends on the fuel used to accelerate the fire and the combustible materials that are burning. It is important to know the contents of the facility in which one of these devices are found. The contents will dictate the angle in which to approach extinguishment. If one of these devices were found, only trained members of the explosives ordinance disposal team should attempt to dismantle the device. In addition, after the devise is found and removed, proper handling is critical for crime scene preservation.

- Fire may present intense conditions:
  - Rapid spread.
  - High heat.
  - Multiple fires.
  - Chemical accelerant.
- Terrorists may sabotage fire protection devices.
- Be alert for booby traps.
- Be aware of the possibility of multiple devices.

Chemical

General Information

- Victims' signs and symptoms of hazardous substance exposure:
  - Are there unconscious victims with minimal or no trauma?
  - Are there victims exhibiting SLUDGEM signs/seizures? (SLUDGEM – Salivation, lacrimation, urination, defecation, gastric distress, emesis, mitosis.)
  - Is there blistering, reddening of skin, discoloration or skin irritation?
  - Are the victims having difficulty breathing?

- Look for physical indicators and other outward warning signs:
  - Medical mass casualty/fatality with minimal or no trauma
  - Responder casualties
  - Dead animals and vegetation
  - Unusual odors, color of smoke, vapor clouds
- Dispersal method(s):
  - Air handling system
  - Misting or aerosolizing device
  - Sprayer
  - Gas cylinder
  - Dirty bomb
- DOT-ERGs provide additional information:
  - Nerve agents (Guide #153)
  - Blister agents (Guide #153)
  - Blood agents (Guides #117, 119, 125)
  - Choking agents (Guides #124, 125)
  - Irritant agents (riot control) (Guides #153, 159)

Chemical Agent Reference Charts

Nerve Agents

Common Name (Military Symbol)	Tabun (GA)	Sarin (GB)	Soman (GD)	VX
Volatility/ Persistency	Semi-persistent			Persistent
Rate of Action	Rapid			Rapid
Route of Entry	Respiratory and skin			
Odor	Fruity		Camphor	Sulfur
Signs/Symptoms	Headache, funny nose, salivation, pinpointing of pupils, difficulty in breathing, tight chest, seizures/convulsions			
Self-Protection	Respiratory and skin			
First Aid	Remove from area, treat symptomatically Atropine and 2-Pam chloride			
Decontamination	Remove agent, flush with warm water/soap			
Non-persistent = minutes-hours		Semi-persistent = < 12 hours		Persistent = > 12 hours

Blister Agents/Vesicants

Common Name (Military Symbol)	Mustard (H)	Lewisite (L)	Phosgene Oxime (CX)
Volatility/Persistency	Persistent		
Rate of Action	Delayed	Rapid	
Route of Entry	Skin, inhalation, eyes		
Odor	Garlic	Geraniums	Irritating
Signs/Symptoms	Red, burning skin, blisters, sore throat, dry cough. Pulmonary edema, memory loss, coma/seizures. Some symptoms may be delayed from 2 to 24 hours.		
Self-protection	Respiratory and skin		
First Aid	Decontaminate with copious amount of water, remove clothing, support airway, and treat symptomatically.		
Decontamination	Remove from area. Flush with warm water/soap.		
Non-persistent = minutes-hours		Semi-persistent = < 12 hours	Persistent = > 12 hours

Blood Agents

Common Name (Military Symbol)	Hydrogen Cyanide (AC)	Cyanogen Chloride (CK)	Arsine (SA)
Volatility/Persistency	Non-persistent		
Rate of Action	Rapid		
Route of Entry	Inhalation, skin and eyes		
Odor	Burnt almonds or peach kernels		Garlic
Signs/Symptoms	Cherry red skin/lips, rapid breathing, dizziness, nausea, vomiting, convulsions, dilated pupils, excessive salivation, gastrointestinal hemorrhage, pulmonary edema, respiratory arrest		
Self-protection	Respiratory and skin		
First Aid	Remove from area, assist ventilations, treat symptomatically, administer cyanide kit		
Decontamination	Remove from area, remove wet clothing, flush with soap and water, aerate		
Non-persistent = minutes-hours		Semi-persistent = < 12 hours	Persistent = > 12 hours

Choking Agents

Common Name (Military Symbol)	Chlorine (CL)	Phosgene (CG)	Diphosgene (DP)
Volatility/Persistency	Non-persistent. Vapors may hang in low areas.		
Rate of Action	Rapid in high concentration, up to 3 hours in low concentrations		
Route of Entry	Respiratory and skin		
Odor	Bleach	Newly mown hay	Cut grass or green corn
Signs/Symptoms	Eye and airway irritation, dizziness, tightness in chest, pulmonary edema, painful cough, nausea, headache		
Self-Protection	Respiratory and skin		
First Aid	Remove from area, remove contaminated clothing, assist ventilations, rest		
Decontamination	Wash with copious amounts of water, aerate		
Non-persistent = minutes-hours	Semi-persistent = < 12 hours		Persistent = > 12 hours

Riot Control/Irritant Agents

Common Name (Military Symbol)	Tear Gas (CS & CR)	Mace (CN)	Pepper Spray (OC)
Volatility/Persistency	Low-High >60 days on porous material	Low	Varies depending upon Surface
Rate of Action	20-60 seconds	Rapid	
Route of Entry	Respiration and skin		
Odor	Hair spray	Apple blossoms	Pepper or odor of propellant
Signs/Symptoms	Tearing eyes, nose and throat irritation, coughing, shortness of breath, vomiting		
Self-Protection	Respiration and skin		
First Aid	Remove from area, support respirations, treat symptomatically, remove contaminated clothing		
Decontamination	Brush off material, use Decon wipes, water, remove contaminated clothing		
Non-persistent = minutes-hours	Semi-persistent = < 12 hours		Persistent = > 12 hours

Response Recommendations

- **Victims exposed to chemical agents require immediate removal of clothing, gross decontamination and definitive medical care.**
- Approach from uphill and upwind.
- Upon arrival, stage at a safe distance away from the site.
- Secure and isolate the area/deny entry.
- Complete a hazard and risk assessment to determine if it is acceptable to commit responders to the site.
- Be aware of larger secondary chemical devices.
- Personnel in structural Personal Protective Equipment/Self-Contained Breathing Apparatus (PPE/SCBA) may enter the hot zone near the perimeter (outside of areas of high concentration) to perform life-saving functions.
- Move ambulatory patients away from the area of highest concentration or source.
- Confine all contaminated and exposed victims to a restricted/isolated area at the outer edge of the hot zone.
- Symptomatic patients should be segregated into one area and asymptomatic patients should be placed in another area.
- Law enforcement should establish an outer perimeter to completely secure the scene.
- If a particular agent is known or suspected, this information should be forwarded to EMS personnel and hospitals so sufficient quantities of antidotes can be obtained.
- Hospitals should be notified immediately that contaminated victims of the attack may arrive or self-present at the hospital.
- Begin emergency gross decontamination procedures starting with the most severe symptomatic patients. Use soap-and-water Decon.
- If available, HazMat personnel in chemical PPE may be used for rescue, reconnaissance, and agent identification.
- Asymptomatic patients should be decontaminated in a private area (tent or shelter) and then forwarded to EMS for evaluation.

Explosives

General Information

- Explosive devices may be designed to disseminate chemical, biological, or radiological agents.
- Explosives may produce secondary hazards, such as unstable structures, damaged utilities, hanging debris, void spaces, and other physical hazards.
- Devices may contain anti-personnel features such as nails, shrapnel, fragmentation design, or other material.

WARNING: Always be alert for potential secondary devices.

- Outward warning signs:
  - Oral or written threats.
  - Container/vehicle that appears out of place.
  - Devices attached to compressed gas cylinders, flammable liquid containers, bulk storage containers, pipelines, and other chemical containers (dirty bomb).
  - Oversized packages with oily stains, chemical odors, excessive postage, protruding wires, excessive binding, and no return address, etc.
- DOT-ERGs #112 and 114 provide additional information.

Response Recommendations

Unexploded Device/Pre-Blast Operations

- Command post should be located away from areas where improvised secondary devices may be placed, e.g., mailboxes, trash cans, etc.
- Stage incoming units:
  - Away from line of sight of target area
  - Away from buildings with large amounts of glass
  - In such a way as to utilize distant structural and/or natural barriers to assist with protection
- Isolate/deny entry.
- Secure perimeter based on the size of the device.

WARNING: Coordinate activities with law enforcement and be prepared for operations if the device activates.

- Attempt to identify device characteristics:
  - Type of threat.
  - Location.
  - Time.
  - Package.
  - Device.
  - Associated History.
- Standoff distance should be commensurate with the size of the device:
  - Car bomb = 1500 ft. (increase distance for larger vehicles)
  - Package bomb (1-25 lbs.) = 1000 ft.
  - Pipe bomb = 500 ft.

- Use extreme caution if caller identifies a time for detonation. It is very possible that the device will activate prior to the announced time.
- Discontinue use of all radios, mobile data terminals (MDTs), and cell phones in accordance with local protocols.
- Evaluate scene conditions:
- Potential number of affected people
- Exposure problems
- Potential hazards: utilities, structures, fires, chemicals, etc.
- Water supply
- Evaluate available resources (EMS, HazMat, Technical Rescue, etc.).
- Review pre-plans for affected buildings
- Make appropriate notifications
- Develop action plan that identifies incident priorities, potential tactical assignments, and key positions in the ICS/Unified Command.

Exploded Device / Post-Blast Operations

- Command post should be located away from areas where improvised secondary devices may be placed, e.g., mailboxes, trash cans, etc.
- Initial arriving unit(s):
    - Stage a safe distance from reported incident (or where you first encounter debris) away from line of sight of target area and from buildings with large amounts of glass.
    - Utilize distant structural and/or natural barriers to assist with protection.

WARNING: Be aware of potential secondary devices and their potential location.

- Stage incoming units at a greater distance. Consider using multiple staging sites.
- Debris field may contain unexploded bomb material.
- Discontinue use of all radios, mobile data terminals (MDTs), and cell phones in accordance with local protocols.
- Remove all citizens and ambulatory victims from the affected area.
- Determine on-scene conditions and evaluate resource requirements:
    - Explosion
    - Fire
    - Structural collapse/unstable buildings
    - Search/rescue (non-ambulatory/trapped victims)
    - Exposures
    - Utilities
    - Number of patients and extent of injuries
    - Other hazards
- Make notifications (law enforcement, hospital's emergency management) as appropriate:
    - Local
    - State
    - Federal
- Complete hazard risk assessment.

WARNING: If it is determined that entry/intervention must occur (life safety), the following procedures should be implemented.

- Personnel should only be allowed to enter the blast area for life safety purposes.
- Remove viable patients to safe refuge area.
- Direct ambulatory patients to care.
- Limit number of personnel and minimize exposure time. Personnel entering the blast area should:
    - Wear full protective clothing, including Self-Contained Breathing Apparatus (SCBA).
    - Monitor atmosphere:
        - Flammability
        - Toxicity
        - Radiation
        - Chemical
        - pH
- Establish emergency gross decontamination.

WARNING: Area should be evacuated of all emergency responders if there is any indication of a secondary device.

- Remove patients from the initial blast site to a safe refuge area.
- Triage/treatment area established at the casualty collection point (if established):
    - Notify hospitals.
    - Implement mass casualty plan.
- Do not allow rescuers to enter unsafe buildings or high-hazard areas.
- Control utilities and protect exposures from a defensive position.
- Preserve and maintain evidence.

Cyber-Related Terrorism

Cyber terrorism is the premeditated use of disruptive activities, or the threat thereof, against computers and/ or networks, with the intention to cause harm or further social, ideological, religious, political or similar objectives, or to intimidate any person in furtherance of such objectives.

Despite significant investment in technology and infrastructure, cyber terrorism represents one of the greatest challenges in combating terrorism. Every day the Internet represents and countless other computer systems are under attack. In the 2002 research study conducted by the Computer Crime Research Center, 90% of respondents detected computer security breaches within the last twelve months. In another recent study conducted by CIO Online, 92% of companies have experienced computer attacks and/ or breaches in the last twelve months. If that is not shocking enough, security professionals are worried about the increase in sophistication of threats against computer systems.

Direct Cost Implications

- Loss of sales during disruption
- Staff time, network delay, intermittent access for business users
- Increased insurance costs due to litigation

- Loss of intellectual property – research, pricing, etc.
- Costs of forensics for recovery and litigation
- Loss of critical communications in an emergency

Indirect Cost Implications

- Loss of confidence and credibility in our financial systems
- Tarnished relationships & public image globally
- Strained business partner relationships – domestic and internationally
- Loss of future customer revenues for an individual or group of companies
- Loss of trust in the government and computer industry

Attachment 2
Agency - Related Actions

Fire Services

- Isolate/secure the scene, deny entry, and establish control zones
- Establish command
- Evaluate scene safety/security
- Stage incoming units
- Gather information regarding the incident, number of patients, etc.
- Assign ICS positions as needed
- Initiate notifications (i.e., hospitals, law enforcement, state/federal agencies, etc.).
- Request additional resources
- Use appropriate self-protective measures:
    - Proper Personal Protective Equipment (PPE)
    - Time, distance, and shielding
    - Minimize number of personnel exposed to danger.
- Initiate public safety measures:
    - Rescue
    - Evacuate
    - Protect in place
- Establish water supply:
    - Suppression activities
    - Decontamination
- Control and isolate patients (away from the hazard, at the edge of the hot/warm zone).
- Coordinate activities with law enforcement.
- Begin and/or assist with triage, administering antidotes, and treatment.
- Begin gross mass decontamination operations.

*****As the incident progresses, prepare to initiate Unified Command System. *****

- Establish Unified Command Post, including representatives from the following organizations:
    - Emergency Medical Services
    - Law Enforcement
    - Hospitals / Public Health
    - Emergency Management
    - Public Works
- Establish and maintain chain of custody for evidence protection.

Emergency Medical Services

If First on Scene:

- Isolate/secure the scene, establish control zones
- Establish command
- Evaluate scene safety/security
- Stage incoming units

If Command Has Been Established:

- Report to and/or communicate with command post.
- Gather information regarding:
  - Type of event
  - Number of patients
  - Severity of injuries
  - Signs and symptoms
- Assign medical Incident Command positions as needed
- Notify hospitals
- Request additional resources as appropriate:
  - Basic Life Support (BLS)/Advanced Life Support (ALS)
  - Air-Medical Support
  - Medical equipment and supply caches
  - Metropolitan Medical Response System (MMRS)
  - National Medical Response Team (NMRT)
  - Disaster Medical Assistance Team (DMAT)
  - Disaster Mortuary Response Team (DMORT)
- Use appropriate self-protective measures:
  - Proper PPE
  - Time, distance, and shielding
  - Minimize number of personnel exposed to danger
- Initiate mass casualty procedure.
- Evaluate the need for casualty collection point (CCP)/patient staging area (PSA).
- Control and isolate patients (away from the hazard, at the edge of the hot/warm zone).
- Ensure patients are decontaminated prior to being forwarded to the cold zone.
- Triage, administer antidotes, treat and transport victims.
- Evidence preservation/collection:
  - Recognize potential evidence
  - Report findings to appropriate authority
  - Consider embedded objects as possible evidence
  - Secure evidence found in ambulance or at hospital
- Establish and maintain chain of custody for evidence preservation.
- Ensure participation in Unified Command System when implemented.

Law Enforcement / Corrections

If First on Scene:

- Isolate/secure the scene, establish control zones.
- Establish command
- Stage incoming units

If Command Has Been Established:

- Report to command post
- Evaluate scene safety/security:
  - Ongoing criminal activity
  - Consider victims to be possible terrorists

    - Secondary devices
    - Additional threats
- Gather witness statements/observations and document.
- Initiate law enforcement notifications:
    - Federal Bureau of Investigation (FBI)
    - Bureau of Alcohol, Tobacco, and Firearms (ATF)
    - Explosive Ordnance Disposal (EOD)/bomb squad
    - Private security forces
- Request additional resources
- Secure outer perimeter
- Traffic control considerations:
    - Staging areas
    - Entry/egress
- Use appropriate self-protective measures.
    - Time, distance, and shielding
    - Minimize number of personnel exposed to danger
    - Proper PPE (if provided)
- Initiate public safety measures:
    - Evacuate.
    - Protect in place.
- Assist with control/isolation of patients.
- Coordinate activities with other response agencies.
- Evidence preservation:
    - Diagram the area
    - Photograph the area
    - Prepare a narrative description
    - Maintain an evidence log
- Participate in a Unified Command System with:
    - Fire / Rescue Services
    - Emergency Medical Services
    - Hospitals / Public Health
    - Emergency Management
    - Public Works

Hazardous Materials

- Establish the HazMat group.
- Provide technical information/assistance to:
    - Command
    - EMS providers
    - Hospitals
    - Law enforcement
- Detect/monitor to identify the agent, determine concentrations and ensure proper control zones.
- Continually reassess control zones.
- Enter the hot zone (chemical PPE) to perform rescue, product confirmation, and reconnaissance.
- Product control/mitigation may be implemented in conjunction with expert technical guidance.

- Improve hazardous environments:
    - Ventilation
    - Control HVAC
    - Control utilities
- Implement a technical decontamination corridor for Hazardous Materials Response Team (HMRT) personnel.
- Coordinate and assist with mass decontamination.
- Provide specialized equipment as necessary, such as tents for operations, shelter, etc.
- Assist law enforcement personnel with evidence preservation/collection, decontamination, etc.
-

Assisting Agencies

- Federal Bureau of Investigation (FBI)
    - WMD Coordinator
    - HazMat Response Unit (HMRU)
- US Army Tech Escort Unit (TEU)
- Chemical and Biological Defense Command (CBDCOM)
- Public works
- Public health
- Centers for Disease Control and Prevention (CDC)
- Agency for Toxic Substance Disease Registry (ATSDR)
- Federal Emergency Management Agency (FEMA)
- Disaster Medical Assistance Team (DMAT)
- Disaster Mortuary Response Team (DMORT)
- Chemical/Biological Incident Response Force (CBIRF)
- Bureau of Alcohol, Tobacco, and Firearms (ATF)
- Department of Energy (DOE)
- Nuclear Emergency Search Team (NEST)
- Local emergency managers
- Assorted state agencies

***** This list is not all encompassing. Different types of incidents will generate different responses by assisting agencies. Supplement this list with local/state resources as needed. *****

Glossary of Terms

Asymptomatic
Exposed persons who are *not* exhibiting signs/symptoms of exposure

B-NICE
Pertaining to biological, nuclear, incendiary, chemical, or explosives.

Casualty
Predefined location, at which patients are collected, triaged, and Collection Point provided with initial medical care. (CCP)

Choke Point
Natural or man-made area that may present congestion hazard.

Cold Zone (Support)
Clean area outside the inner perimeter where command and support functions take place. Special protective clothing is not required in this area.

CST
National Guard WMD Civil Support Team

DMAT
Disaster Medical Assistance Team

DMORT
Disaster Mortuary Response Team

DOT-ERG
DOT Emergency Response Guide

Egress
Designated exit area

EOD
Explosive Ordnance Disposal

Gross Decontamination
Initial decontamination to remove large amounts of contaminants

HMRT
Hazardous Materials Response Team

Hot Zone (Exclusion)
Area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from B-NICE agents to personnel outside the zone. Entry into the hot zone requires appropriately trained personnel and use of proper personal protective equipment.

HVAC
Heating, Ventilating, and Air Conditioning

ICS
Incident Command System

Inner Perimeter
Secured inner area of operations

Mass Decontamination
Decontamination process used on large number of contaminated victims

MMRS
Metropolitan Medical Response System

NMRT
National Medical Response Team

Outer Perimeter
Outermost area from hazard that is secure.

Patient Staging Area (PSA)
Area where patients may receive continued medical treatment.

Persistent Agent
An agent upon release retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, take extreme caution to avoid skin contact as well.

POC
Point of Contact

Point Source
Letter, package, or dispersal area of agent

PPE
Personal Protective Equipment

Protect in Place
Method of protecting public by limiting exposure

Rally Point
A predetermined location to which all persons evacuate in an emergency. In industry, facilities are evacuated and a rally point is usually predetermined. It is at this rally point that resources can regroup and a revised plan can be established.

Safe Refuge Area (SRA)

The area within the contamination reduction zone for assembling individuals who are witnesses to the incident. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.

SCBA

Self-Contained Breathing Apparatus

SLUDGEM

Acronym for salivation, lacrimation, urination, defecation, gastric distress, emesis, and mitosis

Symptomatic

Exhibiting signs/symptoms of exposure

Time, Distance, and Shielding (TDS)

Three types of protective measures commonly associated with hazardous materials training.

TRACEM

The acronym used to identify the six types of harm one may encounter at a terrorist incident: thermal, radioactive, asphyxiation, chemical, etiological, and mechanical. Note: Some sources use the acronym TEAM CPR, which stands for thermal, etiological, asphyxiation, mechanical, chemical, psychological, and radioactive.

Unified Command

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident to establish a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

VEE

Venezuelan equine encephalitis

Warm Zone

A buffer area between the hot and cold zones, personnel in this area are removed from immediate threat, but are not considered completely safe from harm. In HazMat incidents, this zone is also the contamination reduction zone where initial decontamination activities occur. This zone requires the use of proper protective equipment once contaminated people or equipment enter the zone.

Weapon of Mass Destruction (WMD)

1) Any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or device similar to the above.
2) Poison gas.
3) Any weapon involving a disease organism.
4) Any weapon designed to release radiation at a level dangerous to human life.

Attachment 3
WMD Public Protection Decision Checklist

Basic Factors: Date: _____ Time: _____ Location: _____

Agency Name: _____

Facility Classification: ☐ Commercial ☐ Industrial ☐ Residential ☐ Multi-Family ☐ Apartments ☐ Government ☐ Education

Facility Action Recommendation: ☐ In-Place Protection ☐ Evacuation ☐ None Necessary ☐ None Given

Weather Factors

1. Wind Speed: ☐ 0 - 3 ☐ 4 - 12 ☐ 13 - 25 ☐ 26 - 50 ☐ 50+
2. Direction From: ☐ N ☐ NE ☐ E ☐ SE ☐ S ☐ SW ☐ W ☐ NW ☐ Variable
3. Temperature: ☐ -32 - 0 ☐ 0 - 32 ☐ 33 - 60 ☐ 61 - 80 ☐ 81 - 95 ☐ 95+
4. Humidity: ☐ High ☐ Moderate ☐ Low ☐ Dry
5. Moisture: ☐ Rain ☐ Fog ☐ Snow ☐ Ice/Sleet ☐ None
6. Visibility: ☐ Daytime Sunlit ☐ Daytime Cloudy ☐ Nighttime Moonlit ☐ Nighttime Cloudy

Area Factors

1. Development: ☐ Urban ☐ Suburban ☐ Rural
2. Land Use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Agriculture ☐ Recreational
3. Specific Types: ☐ Houses ☐ Schools ☐ Hospitals ☐ Retail Stores
   ☐ Shopping Malls ☐ Industrial Plants ☐ Churches ☐ Parks/Campgrounds ☐ Marinas
   ☐ Offices ☐ Arenas/Stadiums ☐ Health Care Facilities ☐ Correctional Facilities
   ☐ Government Buildings ☐ Child Care Facilities
4. Special Populations: ☐ Mentally Handicapped ☐ Mobility Impaired ☐ Hearing Impaired
   ☐ Elderly ☐ Visually Impaired ☐ Non-English Speaking ☐ Retirement Communities
   ☐ Resorts ☐ Tourists

Chemical Factors

1. Physical State: ☐ Gas ☐ Liquid ☐ Solid ☐ Dust
2. Odor: ☐ Yes ☐ No
3. Color: ☐ Yes ☐ No ☐ If Yes, Approximate Color_____
4. Visible: ☐ Yes ☐ No
5. Vapors: ☐ Rising ☐ Ground Level
6. Water Soluble: ☐ Yes ☐ No ☐ Unknown
7. Flotation: ☐ Floats ☐ Sinks ☐ Unknown
8. Flammable: ☐ Yes ☐ No ☐ Unknown
9. Explosive: ☐ Yes ☐ No ☐ Unknown
10. Reactivity: ☐ With Air ☐ With Water ☐ Other Materials_____
11. Combustion Toxic: ☐ Yes ☐ No
12. Hazard: ☐ Highly Toxic ☐ Toxic ☐ Irritant ☐ Acute/Chronic ☐ Lungs ☐ Eyes/Skin ☐ Ingestion
13. Release Type: ☐ Continuous ☐ Puff ☐ Liquid Pool ☐ Vapor ☐ Dust ☐ Elevated ☐ Ground Hugging
14. Cause: ☐ Explosion ☐ Aerosol Release ☐ Incendiary ☐ Other: _____

15. Condition: ☐ Contained ☐ Contained, Potential Release ☐ Uncontained & Controlled ☐ Uncontrolled

In-place Protection Considerations

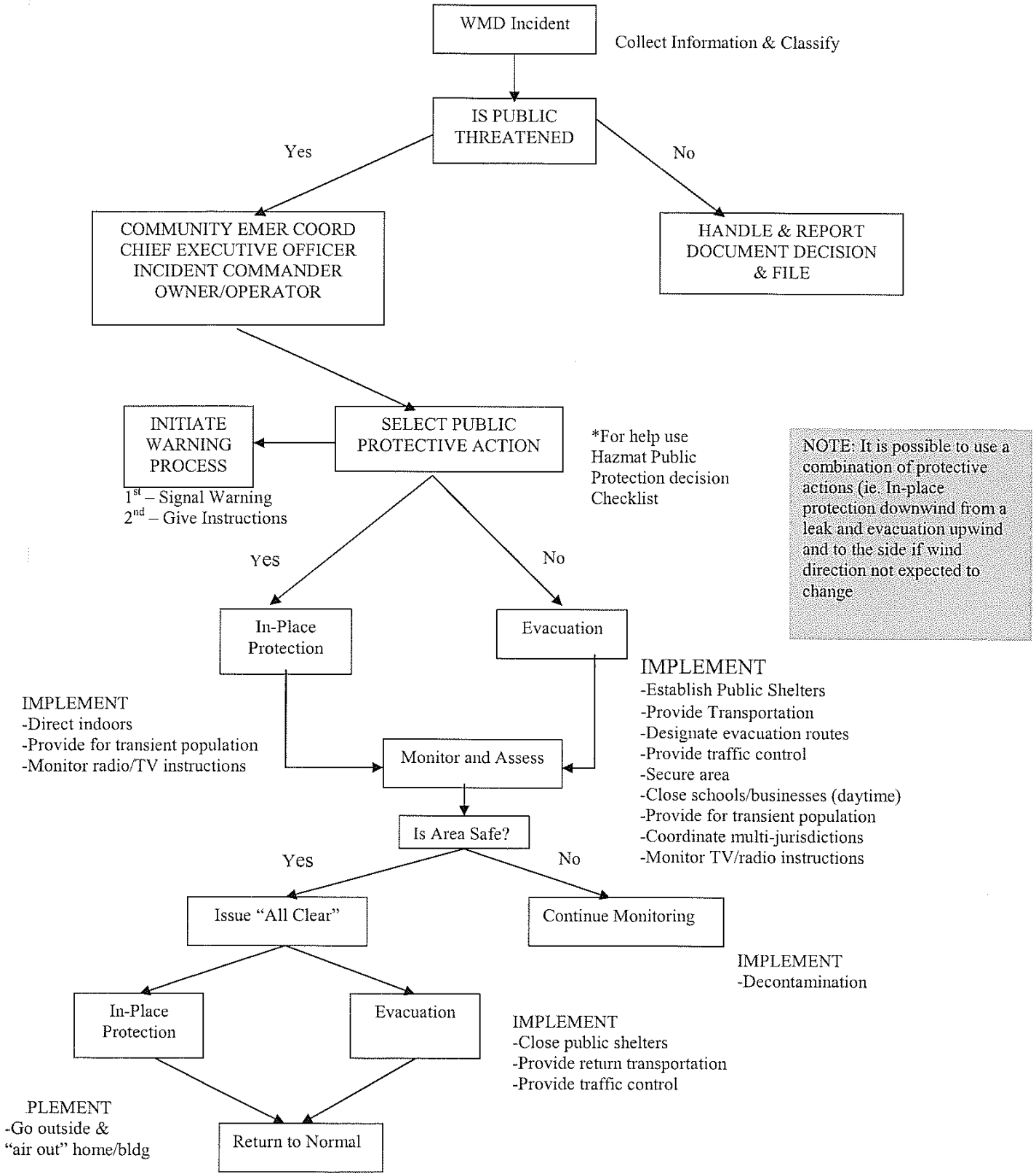
YES	NO	
☐	☐	Can public accept
☐	☐	Need for short term protection
☐	☐	Need for long term protection
☐	☐	Can accomplish quickly
☐	☐	Can provide for those without indoor structures available (Marinas, Parks, Sporting Events, etc.)
☐	☐	Can turn off heating or air conditioning
☐	☐	Are fumes non-flammable or non-explosive indoors
☐	☐	Can provide public warning and clear instructions

Evacuation Considerations

YES	NO	
☐	☐	Can use evacuation routes
☐	☐	Can set up traffic controls
☐	☐	Can secure evacuated area
☐	☐	Can establish public shelters
☐	☐	Can provide for those without transportation
☐	☐	Can close business, schools
☐	☐	Can evacuate without harmful exposure
☐	☐	Can provide for those transients (Parks, Marina's)
☐	☐	Can provide clear public warning/instruction
☐	☐	Can handle multiple jurisdictions (if necessary)

DECISION:		**Time Estimates:**	
☐ In-place Protection	☐ Combination	Unprotected Exposure:	_____Hrs.
☐ Evacuation	☐ No Action	In-Place Protection:	_____Hrs.
		Evacuation:	_____Hrs.

WMD Public Protection Decision Tree



Attachment 4 – Public Protection / Evacuation Checklist

1. Determine the area that must be evacuated by readily identifiable boundaries.
2. Secure authority for evacuation.
3. Choose evacuation routes.
4. Identify traffic control procedures.
5. Identify shelters (coordinate with Red Cross)
6. Identify Access control procedures.
7. Assign tasks (i.e., traffic control, warning, shelter, transportation, etc.)
8. Activate alert warning devices (i.e., Sirens, patrol cars etc.)
9. Issue specific instructions to population (i.e., door to door. etc.). Coordinate with County EMA for radio/TV announcements.
10. Conduct the evacuation. Consider:
    - Permanent residents (day-time vs. night time)
    - Transient population (tourists at marinas, parks resorts, motels, etc.)
    - Special populations (hospitals , nursing homes)
    - Group Quarters (prisons, jails, senior centers, care centers)
    - Special Needs (mental and physical)
    - Large facilities (factories, stadiums, etc.)
11. Provide transportation for those needing it (on school busses, public transportation)
12. Establish reception centers and public shelters.
13. Provide emergency medical care, as necessary.
14. Provide traffic control.
15. Obtain names of evacuees and their destination/telephone number.
16. Provide door-to-door checks after evacuation, if possible, and provide for security for evacuated areas.
17. Provide for the care of pets and animals.
18. Choose and implement policy for those refusing to evacuate or return prior to the all-clear. (Use attached document).
19. Monitor and inspect areas for safe re-entry.
20. Insure all clear. Notify shelters and County EMA for radio/TV announcements.
21. Manage the return of evacuees.

Evacuation

Pros

- Feel Safer: Evacuee's "feel" safer by traveling away from danger
- Vehicles are available: Most evacuees (65-75%) use an available family vehicle and many others use a relative's or friend's vehicle.
- Destinations: Most evacuees go to homes of relatives and friends, or to cottages and second homes.
- Family Units: Nighttime evacuations are as a family unit (whereas daytime evacuations are usually without family unity, as many are at work, school, recreation, or etc.)
- Effective Precautionary Evacuations: Precautionary Evacuations are very effective when sufficient time is available or when the incident is under control.
- Long Term: An evacuation is necessary when a WMD incident could be a long term event or when there is a real potential for explosion or additional incidents.

Cons

- Time Required: Requires considerable time to accomplish successfully (may take two to four hours, or longer, to complete)
- Lengthy Warning Message: The public warning message may be very lengthy since it has to identify the danger, describe the area to be evacuated, list evacuation routes, identify public shelters or arrangements, list what can and cannot be taken to shelters, etc.
- Extensive Support Services: Requires setting up public shelters, traffic controls, area security, and providing special transportation for those without vehicles, mobility, handicapped, or on intensive care treatments.
- Transient Populations: Transient populations at parks, marinas, campgrounds, summer camps, and vacations attractions may not be familiar with the area to accomplish an evacuation.
- Potential Exposure: If toxic fumes are present during the evacuation and wind changes speed or direction, evacuees could travel unaware into or through the dangerous fumes/gases.
- "Panic Flight": The evacuation must be well controlled and organized with frequent credible information provided to prevent panic and erratic flight.
- Multi-jurisdictional Problems: Problems of coordination efforts can exist when evacuees of one jurisdiction are sent to another or where the area evacuated consists of parts of several municipalities.
- Liability: The protective action decision maker must have a sound decision-making process and act in good faith to prevent being held liable for injuries and damages and loss of business or production.

SHELTER-IN-PLACE PROTECTION CHECKLIST

1. Determine area to be sheltered in-place by readily identifiable boundaries.

2. Activate alert warning system.

3. Coordinate with County EMA for radio/TV announcements.

4. Issue specific instructions to population

5. Implement shelter in-place protection including:
    - Stay inside house or building or go outside immediately.
    - Close windows and doors.
    - Turn off air conditioners and heating system blowers.
    - Close fireplace dampers.
    - Gather radio, flashlight, food, water, medications, duct tape.
    - Goo inside leeward area or basement of building and seal cracks or openings to provide extra protection (particularly if inside stay is more than 2 hours).
    - Do not use basements if toxic fumes are heavier than air.
    - Provide protective breathing, if necessary (may be towel).

6. Provide special sheltering for transient populations (people in campgrounds, marinas, parks, etc.).

7. Provide special instructions to special populations (hospital, nursing homes, etc.).

8. Provide Special instructions to group quarters (prisons, jails, senior centers, and care centers).

9. Provide special instructions to aid special needs populations (mental and physical).

10. Once conditions have "stabilized" monitor and inspect affected areas for safe exit.

11. Issue an all-clear statement. Notify County EMA for radio/TV announcements.

12. Instruct residents to go outdoors, air out house or building.

In-Place Protection

Pros

- Immediate Protection: Protection can be provided immediately with little or no time required after a warning.
- Short Warning Message: The public warning message is short since it is only necessary to identify the danger, describe area affected, describe expedients to reduce the air infiltration to the home or building, etc.
- Little Preparation Time: Little or no preparation time is necessary for sheltering requirements (except the optional "sealing" of the room from the outside air infiltration).
- Ideal Life Support System: The home is an ideal life support system with food, water, sanitation, medicines, bedding, clean air, communications (TV, Radio, and Telephone), and familiar surroundings.
- Short-term Exposure: May be very appropriate for short-term exposures (particularly "puff" releases) of 2-4 hours duration.
- Little Staff Support: Requires considerably less emergency staff support than evacuations as public shelter, traffic control, special transportation, and security personnel are not needed.
- Reduced Liability: An in-place public protection action issued for a WMD incident may not be as liable an evacuation order if the protective action decision was made using a sound decision making process with good faith effort.

Cons

- Public Training Needed: The general public needs to be trained on shelter in-place actions and acceptance, as this action may be contrary to normal human nature response to run from danger.
- Indoor Air Uncertainties: Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time period or if the air could be compromised over time due to lack of a good "seal".
- Explosive/Flammable Materials: Inappropriate where releases of explosive or flammable gases could enter the structure and be ignited by a source within the structure (furnace, hot water heater, or powered units).
- Long-term Exposures: May be very inappropriate for long-term exposures ("plume" potential source) of 12 hours or more.
- Need To Air Out: Infiltration of contaminated air particles into the structure over a period of time could result in a high cumulative inhalation exposure unless the structure is vacated and "aired out" after the plume outdoors has passed on or has dispersed to a safe level outdoors.
- Transients: Those parks, marinas, campgrounds, and outdoor venues may not have suitable shelter available and would have to travel to such in the event of the in-place emergency sheltering. Special arrangements may have to be made to account for those individuals and provide a means of sheltering and mode of transportation.

Attachment 5
WMD Incident Considerations for Local Agencies

In addition with guidance already in existence, the following are the possible roles and responsibilities as seen necessary for County entities to respond to a suspected terrorist initiated/WMD incident are covered in the following check lists.

Law Enforcement

Fire Services

Emergency Medical Services

Public Works

Law Enforcement
Checklist of Considerations

Lists items the Law Enforcement Representative should consider during a terrorist incident.

- Maintain public stability and order in their jurisdictional area.
- Maintain the integrity of the crime scene to the best of ability, regarding life safety first.
- Provide security at the following:

____Shelters
____Emergency Operations Center (EOC)
____Command Post
____Disaster Site
____Hospitals
____Temporary Morgue
____Joint Information Center (JIC)
____Joint Operations Center (JOC)
____Jail
____Other Medical Care Centers

- Secure impassible roads. Fire Service and Public Works may provide support for this task
- Request necessary assistance from Public Works to identify routes that need barricades and signs.
- Coordinate with NYS DOT and Department of Public Works in rerouting traffic and putting the appropriate signs in place.
- Ensure that proper identification is issued to appropriate personnel who have the authority to enter secured areas.
- Implement any curfews ordered by the Governor or Chief Executive Official. Describe how the curfew will be enforced (through citations or arrest, etc.).
- Enforcing quarantine controls if applicable.
- Develop a method and a location for a "lost and found" service. Inform the Public Information Officer (PIO) of details of how the public can access the service.
- Ensure that vehicles blocking the evacuation routes and routes to health care centers are removed. If necessary, request that Public Works or NYS DOT trucks remove vehicles off the road.
- Maintain record of where vehicles are being taken. Inform the PIO of the details of how the public can reclaim their vehicles.
- Ensure that prisons and jails are notified of the potential threat, and determine whether proper safety and security precautions are being taken. Advise of additional changes as they may occur.
- Ensure that staff is not exceeding their assigned working hours.
- Activate, or request activation of mutual aid agreements for additional support where needed or as seen fit.
- Assist the warning agency, as needed, in notifying the public of an impending emergency.

Fire Services

Checklist of Considerations

List all those items that the Fire Service agencies should consider in a terrorist incident.

- Maintain incident site safety
- Decontaminate victims/ rescuers (Incident Command consultant with public health officials).
- Activate, or request activation of, search and rescue teams as needed.
- Provide communications and other logistical supplies, as needed.
- Assist building inspectors in performing fire safety inspections at facilities designated as shelters.
- Provide trained personnel to inspect damaged buildings before occupancy, after repairs have been done.
- Notify Public Works of gas valves turned off so that the return of gas service can be coordinated.
- Activate or request for Radiological Monitoring Teams as needed.
- Coordinate the fire department's role in providing emergency medical services, if appropriate.
- Report disaster related damage information to Emergency Management, Damage Assessment Representative, etc. as it is encountered.
- Assist in traffic control by providing personnel to direct traffic at certain intersections, as requested by the law enforcement organization or as directed by the Fire Chief or Fire Operations official.
- Assist in warning the population or evacuations, if assigned.
- Participate in the Joint Information Center at the scene. Coordinate the release of information with the Public Information Officer.
- Determine the locations of different staging areas. Notify appropriate EOC staff of their locations.
- Keep emergency service organizations informed of existing dangers associated with the incident.
- Respond to any life safety issues that may come about through assignments.

Emergency Medical Services
Checklist of Considerations

List all those items that emergency medical services should consider during a terrorist incident.

- Ensure that responding emergency medical teams coordinate with the unified command.
- Ensure that personal protection protocols have been implemented.
- If necessary, establish a triage area in close proximity to but outside of the hot zone.
- Ensure that triage areas have adequate medical supplies.
- Provide for a medical supply inventory to determine what, if any, supplies are needed including appropriate antidotes, and the number of ambulances needed and / or are being used.
- Prepare to augment medical supplies and resources. (Augmenting emergency medical supplies and equipment is a critical pre-disaster planning consideration)
- Ensure that each ambulance unit, as well as paramedic units, is tracking resources used during the response.
- Determine what, if any, medical resources and systems need augmenting on the scene. (How would you utilize mutual aid, hospital staff, etc.?)
- Augment universal precaution supplies.
- Ensure that a casualty tracking system is established.
- Direct on-scene volunteers to a volunteer registration/ reception area.
- Maintain a liaison with the Human Services Representative to request additional medical personnel, when necessary.
- Coordinate security at triage centers, Casualty Collection Points, etc. with law enforcement personnel.
- Establish and maintain field communications and coordination with the command post and other responding emergency teams, as well as telephone or radio communication with hospitals.
- Appoint someone to serve as liaison to the unified command and in the EOC.
- Implement hazardous materials procedures, as needed.

Public Works
Checklist of Considerations

List all those items that the Public Works Director should consider during a terrorist incident.

- Provide barricades and signs for road closures and boundary identification. Ensure that there are adequate barricades and activate, or request activation of, appropriate mutual aid agreements, if necessary.
- Assist in identifying boundaries of areas in which access must be controlled.
- Provide vehicles and personnel to transport essential goods such as food, medical supplies, and other needed items.
- Notify law enforcement of the location(s) of vehicles being towed.
- Contact the appropriate Department of Transportation official to request travel restrictions on State highways, if necessary.
- Determine the extent and cause(s) of damage and outages faced by local utilities. Report this information to EOC staff,
- Coordinate with utility companies in the restoration of essential services. Provide appropriate assistance, such as debris clearance, to expedite restoration.
- Provide engineering expertise to inspect public structures to determine whether they are safe to be occupied. Develop teams to inspect roads, bridges, buildings, infrastructure, etc.(These teams may be called upon to assist in assessing damage for public assistance grant from the Federal Government, if applicable).
- Ensure that Public Works crews report damage information to Emergency Management, supervisor, damage assessment representative, etc. Note: This includes damage to public facilities, debris clearance requirements, emergency protective measures, and other damage information, as appropriate.
- Prioritize and coordinate the use of generators and fuel supplies.
- Prioritize the use of emergency lighting.
- Assist in identifying and obtaining the appropriate construction equipment to support response and recovery within the jurisdiction.
- Determine where the debris should be piled initially, and then determine a permanent location for debris. If necessary, coordinate security of debris sites with law enforcement personnel.
- Determine what support Public Works crews can provide during a terrorist incident.

Washington County Public Health

Mass Fatality Plan

Revised June 17, 2014
Reviewed Sept. 13, 2015
Revised February 9, 2016
Reviewed February 8, 2018
Reviewed January 22, 2019
Reviewed / Updated January 4, 2021
Reviewed February 2, 2022

"The information contained in this document is CONFIDENTIAL. No information from this document shall be released when such release would jeopardize efforts to prepare for a public health emergency, and thereby endanger the life or safety of the people of the state of locality".

Mass Fatality Plan
Table of Contents

I. Mass Fatality Response Plan

This plan outlines the Washington County Public Health's strategy for responding to incidents involving mass fatalities. The purpose is to outline guidelines that the coroner's office will follow to take charge of human remains at a disaster site. The Washington County Coroner(s) in collaboration with law enforcement will coordinate the evaluation and identification of remains, as well as assisting with the notification of families of deceased victims. The Coroner and Coroner's Physician (Albany Medical Center Medical Examiner) will prepare death certificates and facilitate ways for preparing, processing and releasing human remains to the next-of-kin under emergency conditions. In the event of a large disaster the assumption may be made to request assistance from neighboring Counties.

B. Planning & Plan Maintenance

1. This plan will be routinely updated and supplemented as Federal, State and County disaster preparedness guidance continues to evolve. Plan changes will be made based on experience and lessons learned.

C. Training & Exercises

1. Washington County agencies and personnel with the responsibility of activating the Mass Fatality Response Plan should receive initial training and retraining through exercise or as needed.
2. The plan should be exercised as the need arises. Exercises will be planned and executed by the Washington County Office of Emergency Services and the Washington County Coroner's Office.

II. Command & Control

A. The Washington County Coroner's Office in collaboration with local law enforcement and emergency response agencies will coordinate all efforts involving the evaluation, collection, identification, storage, and final disposition of all human remains. All operations will be conducted utilizing the Incident Command System in accordance with the Washington County Comprehensive Emergency Management Plan. The Coroner's Office through the Incident Commander will make all requests for resources (local, state, or federal) necessary to respond to the incident.

B. Assumptions

1. Incidents involving terrorist or "man-made" disasters would be considered crime scenes and would most likely result in the declaration of a State of Emergency by local government officials. All state and federal mortuary response resources available during a declared state of emergency would be utilized and coordinated by the Washington County Coroner's Office.
2. In the event of the activation and response of state and/or federal mortuary response teams, the basic concepts of this plan would apply and be utilized by the County Coroner's Office in response to a mass fatality disaster.

Concept of Operation

A. The County Coroner will be requested by the on-scene commander(s) through the Emergency Operation Center (EOC- [911 center]). The Incident Commander will provide the EOC with the approximate number of fatalities or confirmed dead. This information will be provided to the Coroner(s) at the time of dispatch by the EOC.

B. The Coroner's Office will handle all incidents resulting in ten (10) fatalities or less on the local level. The Coroner's Office will respond to the scene to assess the situation and will establish an incident morgue site. The Coroner will communicate the location of the site to the Incident Commander. Remains will be recovered and evacuated to the incident morgue site (in collaboration with law enforcement) for identification purposes and safeguarding of personal effects found on the victims. When authorized by the Coroner and with consent of the family, the Coroner's Office shall prepare, process, and release the remains for final disposition.

1. The Coroner will utilize local funeral directors to assist with the transportation and processing of remains.
2. Washington County has developed a list of funeral directors in the county that might be called upon to assist as part of the Mass Fatality Response Plan (see attachment 1 – Washington County Funeral Directors). The Coroner's Office will assess the scene and will determine the number of individuals and vehicles needed to accomplish the task of recovering and evacuating remains to the morgue or incident morgue site. The Coroner's Office will notify the Incident Commander of the needed resources. The Incident Commander will request that the Director of the Washington Funeral Directors Association be notified and request that she contact the local funeral directors and request that they respond. All funeral directors will report the incident staging area for identification and to sign in. The Incident Commander will notify all parties of the location of the staging area.
3. The Coroner's Office will identify refrigeration-trucking companies that could provide refrigerated trailers for the storage of human remains if needed (see attachment 2, Refrigerated Trucking Companies).

C. Incidents resulting in greater than ten (10) fatalities will require the assistance of state resources. The following steps will be taken by the Coroner's Office to request state resources.

1. The Coroner's Office will request through the Incident Command System the dispatch of the New York State (NYS) Funeral Directors Response Team. The Coroner's Office will provide the Incident Commander the exact number of fatalities involved. The Incident Commander will forward this request to the Washington County Emergency Management Office (EMO). The EMO will contact the New York State Emergency Management Office (NYSEHS) of the incident and will request the dispatch of the NYS Funeral Directors Response Team. The EMO will provide NYSDHSES with the nature of the incident, number of fatalities and will provide contact names and numbers at the disaster site. NYSDHSES will contact the NYS Funeral Director's Association and will provide them with the pertinent incident data and the name and telephone number of the contact person at the disaster site.
2. The New York State Funeral Directors Response Team will work in collaboration with the County Coroner's Office to provide appropriate guidance and response efforts. Local funeral directors are available to assist with response efforts. The Coroner's Office can mobilize the local funeral directors by requesting assistance through the Incident Commander. The Incident Commander will request that the EMO/EOC contact the Director of the Washington Funeral Directors Association who will in-turn contact the local funeral directors to respond. All funeral directors will report the incident staging area for identification and to sign in. The EMO/EOC will provide the Coroners with the location of the staging area.
3. The State Team Leader will conduct an assessment of the scene upon their arrival. If deemed necessary, or if the size and scope of the disaster is larger than can be handled at the State level, Federal assistance will be requested by the New York State Funeral Directors Association Response Team Leader. The request will be processed as follows:

a. The NYS Funeral Directors Response Team Leader will request through NYSEDHS the response of the Region II Disaster Mortuary Operational Response Team (DMORT). NYSDHSES will notify the Governor's Office of the request and the Governor will request Federal assistance. DMORT will coordinate all mortuary response efforts with the County Coroner's Office and the NYS Funeral Directors Response Team.

Initial Response and Recovery

A. The Coroner's Office in collaboration with local law enforcement will utilize suitable stakes or markings that will be placed at the location of each body at the disaster scene. Each body will be given a distinct identification number that will correspond with the location stake or marker used at the disaster site.

B. Remains or remain parts, will be tagged and records kept as to the location and/or surroundings in which the remains were found.

C. Unattached personal effects found on or near the body will be placed in a container, tagged with the above-identified corresponding number, which should reflect the location, and/or surroundings where the item was found. The Coroner's Office is responsible to ensure these effects are secured.

D. When practical remains and/or remain parts will be containerized, most probably in a body pouch, and tagged with a corresponding number on each pouch.

E. Valuables, such as wallets or jewelry that are attached to the body shall not be removed. Such valuables found on or near the body have a potential identification value and should be placed in a container and charted as to the exact location they were recovered.

F. Remains will then be removed, as authorized, from the initial discovery site to the morgue or incident morgue site as per the Coroner's Office. This initial movement will require outside resources (vehicles, litters, stretchers and manpower), which will be requested by the Coroner's Office through the Incident Commander. Local funeral directors previously identified would be utilized to transport remains.

Evacuation to the Morgue

A. Evacuation operations from the disaster site will be coordinated by the Coroner's Office with the assistance of law enforcement.

B. Local Funeral Directors will be utilized to transport all remains. Personnel will be contacted as per pre-established procedures and requested to respond to the disaster response staging area. All funeral directors will be required to show identification and to sign in at the staging area prior to being able to assist with response efforts.

C. Prior to the evacuation of any remains, the County Coroner's Office will brief the Funeral Directors on the situation, number of fatalities to be transported, pick up area, and route of travel to the morgue, or incident morgue site.

VI. Notifying Next-of-Kin/Identification of Remains

A. The Coroner's Office in collaboration with and with assistance from law enforcement will notify all next-of-kin by a direct face to face meeting if time and situation permits. In cases of mass fatalities where resources do not exist to allow for a face-to-face meeting, the Coroner's Office will identify the methods that will be followed to notify next-of-kin.

B. Families will be requested to provide physical identification of the remains. The Coroner's Office will make arrangements for identification to be made, to include an appropriate location and time. If identification cannot be made, families will be requested to provide forensic items (hairbrush, toothbrush) or to provide the name and phone number of the victims' dentist. The Coroner's Office will coordinate with appropriate agencies any assistance necessary to identify remains above and beyond physical identification by family members (e.g. DNA, dental exams). Remains will not be released until positive identification is made.

C. The Coroner's Office in collaboration with the Coroner's Physician will complete the required Death Certificates.

VII. Return to Next-of-Kin

A. Once the remains have been positively identified, the family or next-of-kin will be contacted. The Coroner's Office will coordinate the release of the remains and personal effects to the next-of-kin or their representative.

B. Families will be required to provide the name and phone number of the Funeral Service they wish their loved one to be turned over to. The Coroner's Office will contact the funeral service and arrange for the transfer of the remains to the appropriate funeral director.

VIII. Unidentified Remains and/or "Common Tissue"

A. Disposition of unidentified remains and/or "common tissue" is the responsibility of the Coroner's Office. The guidelines to handle such situations are as follows:

1. Under no circumstances should unidentified or unassociated remains or tissue be commingled with identified remains.
2. Interment in a local cemetery should be the preferred choice. Cremation should be avoided for religious reasons and availability for identification at a later date.
3. Unidentified remains and/or "common tissue" will be buried in a common gravesite in the area and a grave marker will be place at the site to identify it.

Funeral Homes in Washington County

Carleton Funeral Home Inc
(518) 747-4243
Address: 68 Main St, Hudson Falls, NY 12839

Kilmer M B Funeral Home
(518) 747-9266
Address: 82 Broadway, Fort Edward, NY 12828

Ackley & Ross Funeral Home
(518) 677-3234
Address: 73 W Main St, Cambridge, NY 12816

King Robert M Funeral Home
(518) 642-1122
Address: 23 Church St, Granville, NY 12832

Angiolillo Michael G Funeral Home
(518) 499-0260
Address: 210 Broadway, Whitehall, NY 12887

Jillson Funeral Home Inc
(518) 499-1040
Address: 46 Williams St, Whitehall, NY 12887

Mason Funeral Home
(518) 639-5252
Address: 18 George St, Fort Ann, NY 12827

McClellan-Gariepy Funeral Home
(518)854-3555
Address: 19 E Broadway, Salem, NY 12865

FLYNN BROTHERS INC
(518) 692-2680
Address: 80 Main Street, Greenwich, NY 12834

Disaster Pouches Availability

- Black Disaster heavy duty pouches with handles
- Lightweight pouches to encase a body on a stretcher or in a casket or container

A small supply of Disaster body bags and light weight body bags are kept on hand at WCPH and Washington County Department of Public Safety.

Neighboring Counties Funeral Directors

Regan & Denny Funeral Svce
(518) 792-1114 - 53 Quaker Rd, Queensbury, NY 12804

Regan & Denny Funeral Service
94 Saratoga Ave.
South Glens Falls, NY 12803
518-793-8477

Baker Maynard D Funeral Home
(518) 761-9303 - 11 Lafayette St, Queensbury, NY 12804

Sullivan Singleton & Potter Funeral Home
(518) 793-4459 - 407 Bay Rd, Queensbury, NY 12804

Stafford Funeral Home Inc
(518) 668-5577
Address: 90 Montcalm St, Lake George, NY 12845

Refrigerated Trucking Companies

Penske Truck Rental
11 Warehouse Row
Albany, NY 12205 (518) 459-8090
Points of Contact: Jeff/Chris in Rentals
After Hours: Speak with Service Dept.
24 Hr Maintenance on Rented Equipment
Requires Commercial Licensed Driver to Pick Vehicle Up
Direct Billing Account Being Developed/Insurance Certificate Being Obtained

Price Chopper Supermarkets
Schenectady, NY
Points of Contact:, Disaster Preparedness Coordinator (518) 379-1308
, Disaster Preparedness Coordinator (518) 379-1305
24-Hr. Emergency Contact Number: (518) 379-1369
No Service Provided – Maintenance Would Be the Counties Responsibility
No Charge to County
******Require **Trailers to Be Covered** With Tarps to Hide Supermarket Logo/**Decon Prior To Return****

Ryder Trucking
10 Erie Blvd, Albany, NY 12204 (518) 436-9806
Points of Contact: Don Bautz (During Normal Business Hours)
After Hours: Speak with Rental Agent
24hr Maintenance on Rented Equipment
Requires Commercial Licensed Driver to Pick Vehicle Up
Direct Billing Account Being Developed/Insurance Certificate Being Obtained

Emergency Contact Numbers

Albany Medical Center Hospital	(518) 262-3131
Washington County Funeral Directors Association	
DMORT Emergency Contact Number	(800) 872-6367
DMORT Region II Cliff Oldfield, Director	(212) 289-2221

Glens Falls Hospital	(518) 926-1000
Mark DeSimone 53 Quaker Road, Qsby, NY 12804	(518) 792-1114

New York State Funeral Directors Association
1 South Family Dr. (518)-452-8230
Albany, NY 12205-1049
Fax: 518-452-8667
Email: info@nysfda.org
Website: www.nysfda.org
Bonnie L. Tippy McCullough, CAE, Executive Director

NYS Funeral Directors Disaster Task Force Douglas Brueggemann, Chairman	(631) 368-1235
NYS Funeral Directors Disaster Task Force Tom Shepardson,	(315) 471-2349
Saint Peter's Hospital	(518) 525-1550
State Emergency Management Office	(518) 457-9987

Attachment 2-2

Revisions Page:

Revision Number	Supercedes	Effective Date
Version: 1	NEW	
Reviewed		06/16/2014
Revised	Funeral Directors Assoc. contact info updated	06/17/2014
Revised	NYSEDHS revised to NYSEDHS	02/09/2016
Revised	P.3 Assumption with neighboring Counties	02/09/2016
Revised	Area codes added to phone contacts	02/15/2019
Revised	Disaster Death Pouches	01/04/2021

Attachment 2-3

Attachment 2-3
Upper Hudson Tri-County Animal Response Planning Group
Considerations for Animals in Disaster

December 12, 2013

ESF # 11

Upper Hudson Tri-CART Planning Group:

Washington County CART
Warren County CART
Saratoga County CART
NYSDAM

Advisory
This plan represents general guidelines, which can be modifies by emergency personnel as appropriate.
This plan does not create any right or duty that is enforceable in a court of law.

TABLE OF CONTENTS

SECTION C: Appendices

Record of Changes/Updates:

Date of Revision	Agency	Name	Signature

A. Purpose

To establish a coordinated and effective response to protect livestock, domesticated animals; including companion animals, the public health, the environment, and to ensure the humane care and treatment of animals in case of a large scale natural, manmade or technological emergency or other situations that cause animal suffering, in the Upper Hudson Tri-County region of Warren, Washington, and Saratoga Counties respectively.

B. Scope

Should a significant natural or man-made disaster occur, it might quickly overwhelm local government resources and their capability to provide necessary services leading to a disaster situation. This plan is intended to take immediate action in providing a means of care and control to minimize suffering and provide response for disease control in the event of a large-scale emergency. This plan is scalable, able to expand or contract given the event scenario and the dynamic changes that occur during the event cycle of activation, response, mitigation, and recovery.

C. Situation and Assumptions

1. Any disaster that threatens humans, also threatens animals, wherein it will be necessary to try to provide water, shelter, food and first aid where available.
2. Relocation, shelter, or relief efforts for livestock, and/or domesticated animals may be required.
3. Emergency shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
4. Livestock left in evacuated areas will need to be cared for and provisions will need to be made for re-entry to facilitate this need.
5. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
6. Natural, technological, or manmade disasters could affect the wellbeing of domesticated or non-domesticated animals.
7. The LHD will plan both for emergency situations and to carry out response, mitigation, and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large-scale emergencies affecting the area.
8. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release.
9. Public information statements will be issued through the various media outlets. This information may include locations where domestic and non-domestic animals (including livestock) might be accepted during emergency situations. All public information/risk communication will be managed by the PIO and JIC.
10. A large-scale emergency in the State may warrant immediate response from state and local personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and also require activation of additional specialized agencies through mutual aid.
11. Numerous local, State, and federal agencies will play a role in eradicating the disease response effort by encompassing the culling of livestock and potentially infected animals. Eradication will require proper sanitary and disposal procedures for carcasses and will be done by licensed professionals with the qualifications to handle such procedure.

D. Roles and Responsibilities

1. **CART Animal Response Team:**
   a. Coordinate support agencies to manage animal protection in large-scale emergencies.
   b. Provide and coordinate personnel, equipment, and shelter as required to protect domestic pets/livestock, and essential care for sick and/or injured domestic pets/livestock.
   c. Implementation of the CART will be incident driven and may be requested to be activated as a response asset through the Emergency Manager as part of a Declaration of a State of Emergency, Emergency Order (Article 2B). The CART Team will be utilized in the planning modality as needed and requested by the Emergency Manager or by its members through the Emergency Manager.
   d. Maintain a list of shelters equipped to accept pets and a list of "pet-friendly" hotels, motels, and campgrounds that may be able to provide services to pet-owners in affected areas.

2. **County Emergency Management:** The County Emergency Manager is a required member of the CART, will be actively involved in the response, and will coordinate with the New York State Division of Homeland Security and Emergency Services.
   a. Activate the Emergency Operations Center, if necessary.
   b. May place into effect established plans and procedures and direct the response, mitigation and recovery efforts of the incident.
   c. The County Comprehensive Emergency Management Plan provides the framework for the county's jurisdiction's response to emergencies and disasters.

3. **Humane Organizations, Small Animals**
   a. Provide volunteers to assist in the protection of animals during an emergency shelter situation. Work with CART personnel in the coordination of animal shelters in the area of responsibility.
   b. Coordinate personnel, equipment, and shelter as required to shelter and care for domestic pets.

4. **Cornell Cooperative Extension of Washington, Warren and Saratoga Counties Respectively:**
   a. Aid in the protection of large animals during an emergency situation. Coordinate with CART in identifying and procuring additional resources and volunteers.
      1. The Cornell Cooperative Extension may assist in coordinating efforts with local Veterinarians, State officials, and/or the United States Department of Agriculture
      2. Provide information on local agricultural conditions, producers and resources.
      3. Assist in identifying the locations for the sheltering of large animals.
      4. Provide advice regarding farms within the infected area.
      5. Assist with the need for additional resources and technical expertise.
   b. May assist in facilitating efforts of New York State Agriculture & Markets, the United States Department of Agriculture, and with local veterinarians.

5. **New York State Department of Environmental Conservation:**
   a. Provide personnel and equipment needed to protect exotic and sick and/or injured non-domestic animals. Coordinate measures to minimize damage and danger to wildlife, as appropriate.
   b. New York State Department of Environmental Conservation (DEC) may assist the respective LHDs and New York State Department of Agriculture and Markets (NYSDAM) with the disposal of diseased animals.

6. **County Health Department:**
   a. Shall coordinate the disposal of unclaimed deceased animals that may impact the public health, in conjunction with NYSDAM and DEC.
   b. Provide services to prevent the spread of zoonotic diseases to humans.

c. Coordinate with CART in minimizing zoonotic disease outbreaks during an emergency.
d. The County Health Department:

i. May provide advice regarding public health aspects of eradication operations.
ii. May provide public health technical assistance to the New York State Department of Health to assist in approving disposal sites within local jurisdictions.
iii. May provide advice regarding health effects of the outbreak to the public.

7. United States Department of Agriculture:

The Farm Service Agency offers an array of programs to help farmers and ranchers' recover losses suffered due to natural disasters. Producers may apply for low-interest emergency (EM) loans in counties named as primary or contiguous under a disaster designation. They may also qualify for other programs such as Crop Disaster Program (when funded), Emergency Conservation Program, Livestock Assistances Programs (when funded) and Noninsured Crop Disaster Assistance Program. These programs provide grants and payments to agriculture producers to help in their recovery from the impact of the disaster. In the event of a disaster:

a. The Farm Service Agency (FSA) can provide emergency response information to producers quickly having on-hand, up-to-date database on most agricultural prodders in the county.
b. The Farm Service Agency (FSA) maintains a listing of food and feed facilities in the county that can be accessed in the event of an emergency.

8. Veterinarians:

The county CART veterinarian will, coordinate with NYSDAM and other Veterinarians that are members or local assets of the Upper Hudson Tri-County CART, under direction of the established ICS in accordance with NIMS, to:

a. Assist as practical in medical evaluation of animals during search and rescue operations;
b. Provide on-farm/at site medical evaluations for animals that cannot be transported from an emergency area where possible;
c. Provide expertise in animal handling housing, and medical evaluation of animals during and after an emergency;
d. Provide expertise and assistance in the epidemiological investigation of an animal disease outbreak;
e. Accredited veterinarians may apply quarantines on animals where appropriate;
f. Provide any information or education concerning an animal disease via the ICS Public Information Officer;
g. Provide expertise in the selection of appropriate disinfectants for cleaning and disinfection efforts;
h. In conjunction with the respective LHD and NYSDOH and NYSDAM, assist in collection and packaging of appropriate samples in an emergency infectious animal disease outbreak, both zoonotic and non-zoonotic. Where appropriate, the CART will provide a suitable area for collection of samples.

9. New York State Agriculture and Markets

The NYS Department of Agriculture and Markets (NYSDAM) are primarily responsible for and have authority to respond to any animal disease outbreak or concern in NYS.

a. Coordinate deployment of trained personnel in the investigation of any disease outbreak in domestic animals, both zoonotic and non-zoonotic.
b. Assist, in conjunction with the LHD and NYS Departments of Health and local county CART veterinarians, in both the determination of proper laboratory samples to be collected and the identification of appropriate laboratories to receive those samples for testing.

c. Direct and assist in enhanced surveillance of surrounding areas in order to detect the possibility of and/or limit the spread of an animal disease agent.
d. Provide assistance in the epidemiological investigation of an animal disease agent.
e. Apply quarantines to animals and animal products as determined by the state veterinarian.
f. Provide information and assist in communication as determined by ICS command regarding the processes concerning both the disease agent and the measures employed by the state veterinarian concerning the incident.
g. May assist in coordinating the disposal of unclaimed deceased animals that may impact the public health, in conjunction with local health department/agency, DEC, and USDA.

10. Local Animal Control

Local Animal Control will operate under the recognized ICS structure developed and in operation for the County CART and may assist in:

a. Recovery of animals from homes and barns, and domestic animals that are in an emergency area and unrestrained as directed in each area by the Incident Commander or EOC Manager;
b. Proper identification of animals for later reuniting with owners in accordance with procedures designated by the respective county CART;
c. Transporting animals to available shelters designated by the CART;
d. Temporary care of animals at designated shelters until such time as the final disposition of each animal is determined

11. County Public Works

The County Department of Public Works may assist in:

a. Providing traffic control, and controlling access and movement.
b. Supporting response operations with specialized, heavy equipment.
c. Providing equipment to haul cargo or personnel.
d. Providing guidance for re-routing of traffic in and around the affected area.
e. Providing equipment for transport of soil and debris.

12. County Soil and Water Conservation District

The County Soil and Water Conservation District, in conjunction with the Cornell Cooperative Extension, may assist in identifying:

a. Issues relative to disposal, water quality, aquifers, and watersheds.
b. Erosion control, composting requirements, and drainage assistance.
c. Information on soil types, wetlands, and flood mapping.

13. Public Information Officer and staff

Public information will be disseminated through one Joint Information Center (JIC) representing the needs and expertise of all agencies involved. (As referenced in county CEMP)

Public Information Officer responsibilities may include:

a. Notifying the public of appropriate shelters to drop lost/ stray animals, animals that they cannot care for, or animals that need immediate medical assistance.
b. Delivering instructions to the public to prepare their pets for an impending emergency and/or instructions for minor “at home” medical responses for pets injured in an emergency situation.
c. Initiating a system to direct inquiries on lost pets to the appropriate animal shelter. Other information as appropriate to the situation.

d. In coordination with the CART leader, develop public appeals for funds, personnel, equipment, etc. as needed for the emergency.

E. Additional Resources:

1. Empire State Animal Response Team (ESART)

a. May provide personnel, equipment, and services as required to protect animals.
b. May coordinate with Federal and other agencies involved with the emergency.

2. Private Boarding Kennels, Stables, Dog Clubs, and Horse Clubs

a. Provide personnel, equipment, and shelter as required to shelter and care for pets from evacuated citizens and in cases when established animal shelters are filled or destroyed.

3. Private Farms

b. Provide shelter and supplies to care for displaced livestock.

4. Feed Mills, Farm Stores, Fencing suppliers

a. Provide supplies, feeds, etc. for displaced animals
b. If possible, have contracts in place to purchase needed items on short notice.

5. Livestock transport vehicles: trucks, vans, and trailers

a. Locate and keep a list of transport vehicles that could be used to transport animals, especially farm animals, during an emergency.
b. Keep an updated list of locations of such equipment and check regularly for any changes that might alter the availability of the equipment.

6. Animal Poison Control Center

a. Only designated veterinary personnel will consult on suspect cases of animal poisoning to ensure prompt and accurate dissemination of information.
b. It is understood that a fee will be charged for this service.
c. http://www.aspca.org/pet-care/poison-control.
d. Animal Poison Control Center: (888) 426-4435

F. Response:

This plan endorses the development of one response organizational structure that will include all responding agencies. County agencies will be organized under the framework of the National Incident Management System (NIMS), and Incident Command System (ICS) as outlined in the County Comprehensive Emergency Management Plan.

G. Recovery:

The recovery process begins when disaster operations conclude, residents can return home and day-to-day life and activities begin to return to normal. Part of the recovery effort is to provide continued assistance to help disaster victims return to normal life. During the recovery portion the following events should occur.

a. County Emergency Services will provide the public with information on how and where to relocate with their animals.

b. Animals for which no owners can be found and which cannot be placed in adoptive care may be disposed of or relocated when available. If this proves to be necessary, it will be done in accordance with established animal control procedures.
c. American Red Cross will demobilize shelter and mass care sites and continue to provide assistance to disaster victims through other operations such as: damage assessment and emergency assistance to families.
d. Each agency will consolidate and report disaster-related expenses to the finance section at the EOC.

H. Review and Update:

This plan will be reviewed at least annually. As part of this review each agency listed within this plan will provide input and recommendations to the specifics of the plan including, annexes, policies, procedures, or supporting documents to this plan. Changes or updates to the plan will be documented in the Record of Changes portion of this plan as to acknowledge the portions to which have been altered, added, or deleted.

Section A: Upper Hudson Tri-County Animal Response Planning Guidelines for (C.A.R.T.)

The Upper Hudson Tri-County Animal Response Planning group has developed the following guidance for the County Animal Response Teams (CART) made up of local animal professionals and other interested parties, for each respective county. The CART Team shall only be activated at the direction of the Emergency Manager. The CART Team will be utilized as a response organization possibly as part of a Declaration of a State of Emergency, Emergency Order (Article 2B). The CART Team will be utilized in the planning modality as needed and requested by the Emergency Manager or by its members through the Emergency Manager.

A. Concept of Operations

The primary and support agencies identified in this section will manage and coordinate local animal protection activities under emergency situations. These agencies will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resources needs for a large-scale emergency lies primarily with the area Emergency Management Director and in cooperation with the CART Team leader and local incident coordinators.

Request for animal protections assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from the local emergency management office to the state emergency management office. Should the need for Federal or State resources exist, the State Emergency Operations Center will coordinate the request for assistance.

Animal protection operations will be managed by the CART in cooperation with other agencies, such as the county department of public health and law enforcement. Public health concerns will take precedence over others and will be coordinated between the CART team leader and an appropriate public health official.

**** The sheltering and protection of domestic and non-domestic animals (including livestock) are the responsibility of their owners. ****

Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of the designated county CART officials. These animals will be sheltered, fed, and if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.

Wild animals should be left to their own survival instincts. Wild animals out of the natural habitats that are in danger either to themselves or the public will be the responsibility of the Department of Environmental Conservation (DEC) personnel, in cooperation with local animal control officials, veterinarians, and licensed rehabilitators. They should be returned to their natural habitat, if possible. Concerns of zoonotic diseases in wildlife should be coordination with the Health Department.

The designated CART will be the lead agency for situation assessment and determination of resource needs. As needed the CART will protect animals (to the extent possible) affected by any disaster: to include rescue, shelter, control and feeding of animals left homeless, lost or strayed as a result of the disaster. Local humane organizations or similar groups will be asked to assist in this effort.

During emergencies, requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the county Emergency Operations Center.

Shelters that have been established for disaster victims may not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general population and to provide proper care. The local CART should have lists of available housing sites, and may also provide temporary housing in proximity to an emergency shelter for people.

B. Search and Rescue:

Domestic pets loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be coordinated by CART, who will work with local Humane Societies, local law enforcement and animal control officers. Various humane groups may also provide personnel and funds to assist. All efforts will be made to identify owners of stray/lost animals. Local humane organizations representatives will attempt to adopt the unclaimed animals in accordance with stated local law.

Livestock loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be coordinated by the CART.

Wild animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of New York State Department of Environmental Conservation personnel.

In the event that animals cannot be rescued due to the emergency situation (i.e. stranded animals), food and medical assistance may be delivered to the animals by humane groups, farm organizations, and others appropriate to the emergency, if possible.

C. Shelters:

Stray/lost domestic pets - All stray/ lost domestic pets recovered in the Disaster County will be sheltered at appropriate shelters within the area of need. A list of shelters will be compiled and kept on file by the CART. Pets whose owners cannot provide care for them and domestic pets found by citizens will also be sheltered at these locations. Unclaimed animals will be managed in accordance with NYS Health or Agriculture and Markets regulations and procedures.

Evacuated and stray/ lost livestock - Due to the size of most livestock and the inability to transport large numbers of farm animals, owners are expected to develop shelter and/or evacuation plans for their own animals. Also, private farms located throughout the county may be used as shelter facilities for livestock. In advance of an emergency situation, The CART and Cornell Cooperative Extension will compile a list of farms able to house stray livestock. These contact farms will be called and asked for their assistance in the sheltering operation. A list of appropriate transport vehicles, vans, and trailers will be kept for this purpose.

Shelter operations will follow CDC guidelines.

D. Staff/Supplies:

Staff - Private boarding kennels and veterinary hospitals will be responsible for the staffing and operation of their individual facilities. Animal owners will be responsible for any compensation due for use of the animal shelter according to the established policies of the kennel or veterinary hospital.

Supplies - Each animal shelter will identify resources for potable water, food, medical, cleaning, and shelter supplies in advance of an emergency situation. The CART will coordinate and keep lists current.

In an emergency animal food distribution centers will be contacted and asked to begin shipment of supplies to an established delivery point. The delivery point will serve as a storage center and a distribution center for the various shelters and hospitals.

E. Medical:

The county emergency management director and CART will coordinate the resources for medical facilities for domestic animals that cannot be accommodated by the various shelters or farms, due to the animals' injuries. Private veterinary hospitals may serve as alternative medical facilities and animal shelters as space permits.

F. Bites/Disease Control:

Rabies and other zoonotic diseases may be a threat during an emergency situation. Appropriate steps to control such threats to humans will be implemented by a cooperative effort between the CART, the jurisdictional county department of public health, and the NYS Dept. of Agriculture and Markets in consultation with the New York State Department of Health and New York State Department of Environmental Conservation.

G. Disposal of Animal Carcasses:

Disposal of deceased animals will be the responsibility of the owners of the animals. NYSDAM, in conjunction with the local health department, shall coordinate the disposal of unclaimed deceased animals that may impact the public health.

Disposal of dead animals will be performed in compliance with NY Agriculture and Markets Law. Chapter 69 of the Consolidated Laws Article 25-B § 377 Disposal of Dead Animals and DEC

H. Abandonment of Certain Animals:

NY Agriculture and Markets Law Chapter 69 of the Consolidated Laws

§ 331. Abandonment of certain animals

An animal is deemed to be abandoned when it is placed in the custody of a veterinarian, veterinary hospital, boarding kennel owner or operator, stable owner or operator, or any other person for treatment, board, or care and:

- Having been placed in such custody for a specified period of time the animal is not removed at the end of such specified period and a notice to remove the animal within ten days thereafter has been given to the person who placed the animal in such custody, by means of registered letter mailed to the last known address of such person, or:

- Having been placed in such custody for an unspecified period of time the animal is not removed within twenty days after notice to remove the animal has been given to the person who placed

the animal in such custody, by means of a registered letter mailed to the last known address of such person.

- The giving of notice as prescribed in this section shall be deemed a waiver of any lien on the animal for the treatment, board or care of the animal but shall not relieve the owner of the animal removed of his contractual liability for such treatment, board or care furnished.

§ 332. Disposition

Any person having in his care, custody, or control any abandoned animal, as defined in section three hundred thirty-one of this chapter, may deliver such animal to any humane society or society for the prevention of cruelty to animals having facilities for the care and eventual disposition of such animals, or, in the case of dogs, cats and other small animals, to any pound maintained by or under contract or agreement with any county, city, town, or village within which such animal was abandoned.

The person with whom the animal was abandoned shall, however, on the day of divesting himself of possession thereof, notify the person who had placed such animal in his custody of the name and address of the animal society or pound to which the animal has been delivered, such notice to be by registered letter mailed to the last known address of the person intended to be so notified. If an animal is not claimed by its owner within five days after being so delivered to such humane society or society for the prevention of cruelty to animals, or pound, such animal may at any time thereafter be placed for adoption in a suitable home or euthanized. In no event, however, shall the use of a decompression chamber or decompression device of any kind be used for the purpose of destroying or disposing of such animal.

SECTION B: EMERGING INFECTIOUS DISEASES IN ANIMALS

Epidemiological investigations of animal related zoonotic disease might be necessary because illness detected in animals may indicate a potential threat or illness to human health. Zoonotic diseases affect both animal and humans. Some instances of zoonotic disease may be naturally occurring, some of those may be emerging diseases, and still other situations could signal an intentionally released disease. (i.e., bioterrorism event)

Authority

The New York State Department of Agriculture and Markets (NYSDAM), requires all persons to report to the Commissioner of Agriculture any cases of zoonotic disease occurring in animals (Article 5, Section 73 of the NYS Agriculture and Markets Law). Typically these reports are submitted to the Office of the State Veterinarian in the NYSDAM Division of Animal Industry (DAI, 518-457-3502). In practice, only "program diseases," those diseases for which specific control and eradication efforts are in place, are routinely reported. However, any unusual cluster of disease occurrence would warrant reporting. Table 1 lists the zoonotic NYSDAM program diseases. Some veterinarians are accredited through NYSDAM to perform specific duties under a U.S. Department of Agriculture – Animal and Plant Health Inspection Service (USDA-APHIS) veterinary accreditation program (e.g., performing health examinations and issuing health certificates prior to interstate movement of animals.). Accredited veterinarians are provided the list of diseases in Table 1 along with other, non-zoonotic program diseases.

While NYSDAM has primary responsibility for, and authority in response to, any animal disease in NYS, both NYSDOH and the county Public Health Department may be the primary responders in cases where animal-to-human transmission is the primary concern.

Determination of Public Health Threat

a) Agent Involved or Suspected

Select Agents

Suspected or confirmed presence of a select agent in an animal must be immediately reported to the State Veterinarian's office (518-457-3502). Illness suspected to be caused by Category A Select Agents (e.g., anthrax, plague, tularemia, and viral hemorrhagic fevers) would require rapid communication between local and state health to determine the most efficient means of diagnostic testing. Arrangements should be made in advance to have specimens collected by a veterinarian based on the clinical presentation of the animal. Alternatively, a euthanized or dead whole animal may be the appropriate specimen. Protocols should also be in place for rapid transport of specimens, typically either to the Wadsworth Center in Albany or to the New York State Veterinary Diagnostic Laboratory (NYSVDL) in Ithaca. The appropriate laboratory will be determined based on consultation with NYSDOH, NYSDAM and the respective laboratories.

Other Disease Agents

For illness not suspected to be due to a CDC Category A Select Agent as referred in ***Table*** 2, it still may be necessary to arrange rapid specimen collection and transport based on other circumstances, such as:

- Suspected agent is a CDC Category B or C Select BT Agent,
- Suspected agent is not naturally occurring in the area,
- Sick animals have recent travel history to an area endemic for suspected agent,
- Animal illness is spreading rapidly and/or illness is unusually severe,

- Human illness related to animals is already suspected or highly likely based on suspected agent,
- Human exposure is widespread (e.g., due to animal in a public exhibit, fair, etc.),
- Treatment and control may depend on rapid diagnosis.

b) Suspected Source of Infection

Infections that are likely to be acquired naturally (e.g., leptospirosis, psittacosis) and for which animal history suggests natural exposure (e.g., suspected leptospirosis in a dog with frequent exposure to wet, rodent-infested habitats) may have lower public health implications than a case lacking a likely infection source or where the infection source may implicate a public setting (e.g., psittacosis likely acquired at a pet store).

c) Human Cases Detected or Likely

Concern is highest if human cases are already epidemiologically linked to an animal exposure, particularly if the animal is ill. However, agents highly likely to spread (e.g., *Salmonella*) could have a high potential public health impact regardless of presence or absence of identified human cases.

Similarly, if many people were exposed to a sick animal (e.g., local fair, 4-H show, animal exhibit), public health impact is high until zoonotic potential can be fully determined.

d) Potential For Environmental Contamination/Long-Term Infection of Animals

Diseases for which heavy environmental contamination is a concern (e.g., cattle with anthrax) or for which long-term shedding by animals may be possible (e.g., salmonellosis) will have a higher potential public health impact than diseases resulting in limited environmental contamination or animal shedding.

Response

The necessity of public health intervention will depend on the potential for human illness based on the determination of the public health threat. In general, response will fall into several categories, including:

- Communication (locally and with state agencies)
- Case investigation
- Enhanced surveillance
- Control and prevention of additional cases

a) Communication

Regardless of whether a zoonotic agent is reportable in NYS, it is advisable to communicate with the NYSDOH Zoonosis Program regarding any inquiries or concerns about a potential zoonotic disease threat. Zoonosis Program responsibilities include:

- Communication with other NYSDOH programs as well as other state agencies (NYSDAM and NYSDEC) to determine the need for additional involvement at the state level.
- Coordination with appropriate laboratories (Wadsworth Center or NYSVDL) for diagnostic testing that may be required for animal specimens.
- Assisting with field investigation of the animal source, site visits, interviews etc., particularly investigations of zoonotic disease outbreaks related to animal facilities.
- Communication and reporting to appropriate federal agencies such as USDA, CDC, FDA, and others.

In addition, consideration should be given for notification of local veterinarians, hospitals and other human healthcare providers, law enforcement, animal/dog control officers, and the public. These decisions should be made in consultation with state agencies, and will depend on the circumstances of the incident and level of human health threat. In all cases, it is important to bear in mind the confidentiality of patient records at veterinary hospitals, and privacy concerns of individuals.

b) Case Investigation

Similar to human-only disease reports, investigations of human illness linked to potential animal sources or involving potentially relevant illness in animals should be done by the local health department, with assistance as needed from NYSDOH and/or NYSDAM. As with non-zoonotic diseases, basic case investigation requires gathering the appropriate information about the patient(s) (human or animal) involved, including:

- Clinical history.
- Exposure History
- Contact tracing.

c) Enhanced Surveillance

Based on the circumstances of the case, it may be necessary to consider efforts for additional case finding, enhanced surveillance for related disease in people or animals, and/or environmental testing and animal/human diagnostic screening.

Enhanced animal disease surveillance includes:

- Requesting veterinary clinic(s) to report additional cases meeting a case definition provided to them, and providing instructions regarding reporting procedures.
- Inquiries to local shelters, kennels, animal control agencies, pet dealers, etc. to identify suspected cases.
- Contacting NYSDAM and NYSDEC staff members based in the area, to determine if they are aware of similar suspect cases in agricultural animals or wildlife.

Environmental testing will depend on the agent suspected or identified, and implementing this should be done in collaboration with NYSDOH and other state agencies.

Human and animal testing might be indicated for contacts of sick or infected animals/people, and also should be done in collaboration with NYSDOH and other state agencies.

d) Control and Prevention of Additional Cases

If needed, mechanisms should be put in place to prevent further spread of infection. This section will only address animal interventions. Human disease control should be handled as for any other communicable disease. Possible interventions with animals include:

- Treatment of infected animals.
- Quarantine of infected animals/premises during communicable period. (See below for information regarding authority of the state veterinarian to order quarantine of animals.)
- Isolation of exposed animals until infection status can be determined.
- Euthanasia of infected animals because communicable period is long or unknown.
- Cleaning and disinfect ion of premises that may be contaminated.

Any determination of isolation, quarantine and euthanasia should be made in consultation with NYSDOH and other state agencies. Legal authority for any action should ideally be determined before

such events occur, however in many instances local health department and state agency legal counsel will need to be involved in such decisions at the time of occurrence.

Quarantine and Isolation of Infected Animals:

It may be necessary to impose isolation or quarantine on animals until they can be treated. If an owner is unable or unwilling to have an animal treated, quarantine or euthanasia may need to be considered. Appropriate medical treatment for an animal should be determined by a licensed veterinarian, in conjunction with NYSDOH and NYSDAM.

Decisions regarding animal quarantine are the purview of the State Veterinarian at NYSDAM. In situations where human health is the primary concern, decisions to quarantine or isolate may involve state and local health departments. In some circumstances, decisions may be made at the federal level (e.g., monkey pox). Once the quarantine decision has been made, a suitable facility should be identified (preferably in advance of any case) where animals may be quarantined as needed. These need not be dedicated facilities for quarantine. Options include:

- The home of the owner.
- A room at a local animal shelter, kennel or veterinary hospital.
- A room in a municipal facility that can be sufficiently isolated and secured.

One or more considerations may be necessary in establishing an appropriate quarantine location:

- Access for appropriate husbandry and medical care of the animal.
- Security from the public.
- Ventilation not in common with other areas (for airborne agents).
- Hand washing/changing "anteroom" where PPE can be applied and removed (including footbaths, if necessary).
- Means of transport of animals to facility, if necessary.

Euthanasia of Infected Animals

In cases where treatment and quarantine are not options, it may be necessary to order euthanasia of infected or potentially infected animals. This determination will require significant discussion between local and state agencies, and should be used only as a last resort. If a decision to have animals euthanized is made, considerations include:

- Identifying a veterinarian who can perform euthanasia. This person should be working under an agreement (preferably written) with local health, and should be prepared in advance to use proper infection control when handling the animal(s).
- Documentation of need for euthanasia, and written orders to have animal(s) euthanized, including description of the animal(s).
- Plans for disposal, possibly as bio-hazardous ("red-bag") waste.
- Plans for specimen collection and testing, if needed.

Cleaning and Disinfections of Premises That May be Contaminated

Cleaning and disinfections recommendations should be made in consultation with NYSDOH**,** NYSDAM**,** and NYSDEC. See Appendix D

Recovery

The response to an outbreak of a disease that impacts the agricultural community may be short-lived, or could extend for some period of time. Emergency response activities may include control measures that have been rapidly employed, and may result in a slow demobilization of response agencies and activities.

A variety of forces may influence the direction of the recovery process. LHD will endeavor to assist businesses and citizens in recovering from the impacts of any emergency, including an Infectious Disease that impacts Non-Human Populations. Where possible, hazard mitigation measures will be incorporated into recovery activities is order to lessen the impact of reoccurrence, or eliminate it entirely.

1. Assessment of Eradication Activities

To assess the effectiveness of response activities, sentinel animals may be placed and closely monitored at contaminated or suspected areas. These animals should have contact with all parts of the premises and objects that might have been contaminated with a pathogen. In some cases, sentinel animals may be maintained on the suspected contaminated areas for 60 days, and then collected for evidence of a disease.

The timing of sentinel placement may be governed by disease status and would normally not commence until all identified contaminated and suspected areas have been decontaminated. The removal of a quarantine restriction and restocking of a clean premise may only be permitted after a thorough examination has deemed the area safe to inhabit.

2. Social and Economic Effects

The economic effects of an outbreak of a disease, even on a small scale, may be enormous to individuals, the farming industry as a whole and to subsidiary and support industries. Employment may be affected over a wide range of industries, and any industry based on agriculture. The impact on the local economy may have a cascading effect. The potential exists for all businesses that rely upon the agriculture industry to be severely impacted, including distributors, processors, and any reliant business, market, or industry. All exports of susceptible animals and their products would cease for an undetermined period of time. The export of grain and other foodstuffs would also be affected by an occurrence of some diseases, such as Foot and Mouth Disease (FMD). Further, consumer confidence may fall if consumers feel that the safety of their food has been jeopardized.

(a) Funding and Compensation

Some diseases, such as Foot and Mouth Disease, are included in the list of diseases for which arrangements exist for compensation. In addition to existing disaster relief funding and programs, there are provisions under law to provide compensation to response agencies and farmers. Appraisal teams composed industry representatives and State and federal officials, will assemble and coordinate with the United States Department of Agriculture to consider provisions for compensation.

While State Law allows for compensation for bovines only, federal statutes allow for fair market value compensation for animals and carcasses, as well as products and articles that were destroyed in an effort to effectively control or eradicate a disease. In addition, federal law also allows for compensation of milk and milk products, foodstuffs, board fences, feed racks, and contaminated buildings.

Other federal programs are being explored, and may reveal additional programs that can be implemented to support disaster recovery.

(b) Zone Designation

Zone designation is a measure that may help reduce the adverse economic effects as a result of an endemic disease. If a disease is only established in part of the county, it may be possible to establish infected and disease-free zones in order to retain some economic benefit. Disease-free zones may be identified as a 'free zone', which must be effectively sealed off from disease-affected zones by extremely tight movement and quarantine controls. In the long term, it may be possible to eradicate a disease from an impacted zone.

3. Risk Reduction in Recovery

(a) Tracing

Tracing may play an important role in identifying infected and in-contact animals to determine if the disease is still present. Trace-back and trace-forward procedures that have been employed in the response may identify possible future or potential threats.

This activity may include inspection of stock, investigation of reports of suspect disease, and a serological survey. The level and direction of surveillance will be driven by the epidemiological information being collected.

(b) Surveillance

Surveillance after an outbreak should be carefully coordinated to optimize the available resources. Many factors, such as potential spread by wind or wildlife, could warrant increased surveillance in some areas. The intervals between inspections and surveys may depend on the observed incubation period, the resources available, and the level of exposure risk. In addition, efforts must be made to educate producers about the clinical signs of a disease and to report such information to veterinary officials.

Surveillance within an area will be primarily by inspection of livestock. Surveillance may involve abattoir surveillance, serological surveys, and investigation of reports of suspected disease.

(c) Vaccination

In some cases, vaccination may be an effective risk reduction measure. Consideration should be given to strategic vaccination around outbreaks (ring vaccination) to help contain a disease, or a general vaccination over a wide area (blanket vaccination) where other disease control methods may be infeasible. However, vaccination is not always practical. With some diseases, such as Foot and Mouth Disease (FMD), vaccination is not a preferred option due to the nature of the pathogen, and its potential to disrupt the economy.

(d) Public Awareness

A media campaign may be conducted to reemphasize the importance of farmers inspecting susceptible animals regularly and of reporting suspicious lesions and unusual deaths promptly. Further, information and education materials may be disseminated to sportsmen's groups to reinforce the goals of the media campaign. The importance of movement controls and what this means to individuals needs to be strongly emphasized. In addition, media releases coordinated through the County Joint Information Center (JIC) should address issues regarding the safety of food, and attempt to reassure the general public that the food is safe to consume.

Case Investigation

Similar to human-only disease reports, investigations of human illness linked to potential animal sources or involving potentially relevant illness in animals should be done by the ***local health department***, with assistance as needed from NYSDOH and/or NYSDAM. As with non-zoonotic diseases, basic case investigation requires gathering the appropriate information about the patient(s) (human or animal) involved, including:

- Clinical history: In the case of animals that have been seen by a veterinarian, chart review by the veterinarian will be the best way to determine clinical history. If the animal has not been evaluated, the owner should provide the LHD with as much information as possible regarding illness onset, clinical signs, any recent travel or other exposures outside the home, and relevant illness in other pets or family members.
- Exposure history: It is important to consider likely activities for owners and their animals. Sources of exposure might include
    - foods (e.g., raw food diets)
    - dietary indiscretion (e.g., trash eating, knowing if the animal roams unattended or has a tendency to hunt small animals)
    - places visited (e.g., dog parks, animal shelters, boarding facilities, veterinary offices, animal shows)

  Note that the owner may not have all of the animal's exposure history. Consider others who may care for the animal while the owner is away (e.g., pet sitters, dog walkers, etc.)
- Contact tracing: Similar to exposure history, tracing animals and people who may have been in contact with an infected animal involves first determining who is most knowledgeable about the time period of interest, and then evaluating the appropriate activities and likelihood of contact.

Keep in mind that a local veterinarian, even if not the patient's veterinarian, may be a valuable source of knowledge regarding local activities, animal interest groups, dog parks, popular kennels, etc.

Appendix A: Emergency Contact List

Appendix B: Bioterrorism Agent Fact Sheets

FACT SHEET

Anthrax: What You Need To Know

What Is Anthrax?

Anthrax is a serious disease caused by ***Bacillus anthracis***, a bacterium that forms spores. A bacterium is a very small organism made up of one cell. Many bacteria can cause disease. A spore is a cell that is dormant (asleep) but may come to life with the right conditions.

There are three types of anthrax:

- **skin (cutaneous)**
- **lungs (inhalation)**
- **digestive (gastrointestinal)**

How Do You Get It?

Anthrax is not known to spread from one person to another.

Anthrax from animals. Humans can become infected with anthrax by handling products from infected animals or by breathing in anthrax spores from infected animal products (like wool, for example). People also can become infected with gastrointestinal anthrax by eating undercooked meat from infected animals.

Anthrax as a weapon. Anthrax also can be used as a weapon. This happened in the United States in 2001. Anthrax was deliberately spread through the postal system by sending letters with powder containing anthrax. This caused 22 cases of anthrax infection.

How Dangerous Is Anthrax?

The Centers for Disease Control and Prevention classifies agents with recognized bioterrorism potential into three priority areas (A, B and C). Anthrax is classified as a Category A agent. Category A agents are those that:

- pose the greatest possible threat for a bad effect on public health
- may spread across a large area or need public awareness
- need a great deal of planning to protect the public's health

In most cases, early treatment with antibiotics can cure cutaneous anthrax. Even if untreated, 80 percent of people who become infected with cutaneous anthrax do not die. Gastrointestinal anthrax is more serious because between one-fourth and more than half of cases lead to death. Inhalation anthrax is much more severe. In 2001, about half of the cases of inhalation anthrax ended in death.

What Are the Symptoms?

The symptoms (warning signs) of anthrax are different depending on the type of the disease:

- Cutaneous: The first symptom is a small sore that develops into a blister. The blister then develops into a skin ulcer with a black area in the center. The sore, blister and ulcer do not hurt.
- Gastrointestinal: The first symptoms are nausea, loss of appetite, bloody diarrhea, and fever, followed by bad stomach pain.

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Frequently Asked Questions About Plague

What is plague?
Plague is a disease caused by *Yersinia pestis* (*Y. pestis*), a bacterium found in rodents and their fleas in many areas around the world.

Why are we concerned about pneumonic plague as a bioweapon?
Yersinia pestis used in an aerosol attack could cause cases of the pneumonic form of plague. One to six days after becoming infected with the bacteria, people would develop pneumonic plague. Once people have the disease, the bacteria can spread to others who have close contact with them. Because of the delay between being exposed to the bacteria and becoming sick, people could travel over a large area before becoming contagious and possibly infecting others. Controlling the disease would then be more difficult. A bioweapon carrying *Y. pestis* is possible because the bacterium occurs in nature and could be isolated and grown in quantity in a laboratory. Even so, manufacturing an effective weapon using *Y. pestis* would require advanced knowledge and technology.

Is pneumonic plague different from bubonic plague?
Yes. Both are caused by *Yersinia pestis*, but they are transmitted differently and their symptoms differ. Pneumonic plague can be transmitted from person to person; bubonic plague cannot. Pneumonic plague affects the lungs and is transmitted when a person breathes in *Y. pestis* particles in the air. Bubonic plague is transmitted through the bite of an infected flea or exposure to infected material through a break in the skin. Symptoms include swollen, tender lymph glands called buboes. Buboes are not present in pneumonic plague. If bubonic plague is not treated, however, the bacteria can spread through the bloodstream and infect the lungs, causing a secondary case of pneumonic plague.

What are the signs and symptoms of pneumonic plague?
Patients usually have fever, weakness, and rapidly developing pneumonia with shortness of breath, chest pain, cough, and sometimes bloody or watery sputum. Nausea, vomiting, and abdominal pain may also occur. Without early treatment, pneumonic plague usually leads to respiratory failure, shock, and rapid death.

How do people become infected with pneumonic plague?
Pneumonic plague occurs when *Yersinia pestis* infects the lungs. Transmission can take place if someone breathes in *Y. pestis* particles, which could happen in an aerosol release during a bioterrorism attack. Pneumonic plague is also transmitted by breathing in *Y. pestis* suspended in respiratory droplets from a person (or animal) with pneumonic plague. Respiratory droplets are spread most readily by coughing or sneezing. Becoming infected in this way usually requires direct and close (within 6 feet) contact with the ill person or animal. Pneumonic plague may also occur if a person with bubonic or septicemic plague is untreated and the bacteria spread to the lungs.

Does plague occur naturally?
Yes. The World Health Organization reports 1,000 to 3,000 cases of plague worldwide every year. An average of 5 to 15 cases occur each year in the western United States. These cases are usually scattered and occur in rural to semi-rural areas. Most cases are of the bubonic form of the disease. Naturally occurring pneumonic plague is uncommon, although small outbreaks do occur. Both types of plague are readily controlled by standard public health response measures.

Can a person exposed to pneumonic plague avoid becoming sick?
Yes. People who have had close contact with an infected person can greatly reduce the chance of

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BOTULISM

FACT SHEET

Facts about Botulism

Botulism is a muscle-paralyzing disease caused by a toxin made by a bacterium called *Clostridium botulinum*.

There are three main kinds of botulism:

- Foodborne botulism occurs when a person ingests pre-formed toxin that leads to illness within a few hours to days. Foodborne botulism is a public health emergency because the contaminated food may still be available to other persons besides the patient.
- Infant botulism occurs in a small number of susceptible infants each year who harbor *C. botulinum* in their intestinal tract.
- Wound botulism occurs when wounds are infected with *C. botulinum* that secretes the toxin.

With foodborne botulism, symptoms begin within 6 hours to 2 weeks (most commonly between 12 and 36 hours) after eating toxin-containing food. Symptoms of botulism include double vision, blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, muscle weakness that always descends through the body: first shoulders are affected, then upper arms, lower arms, thighs, calves, etc. Paralysis of breathing muscles can cause a person to stop breathing and die, unless assistance with breathing (mechanical ventilation) is provided.

Botulism is not spread from one person to another. Foodborne botulism can occur in all age groups. A supply of antitoxin against botulism is maintained by CDC. The antitoxin is effective in reducing the severity of symptoms if administered early in the course of the disease. Most patients eventually recover after weeks to months of supportive care.

For more information, visit www.bt.cdc.gov or call the CDC public response hotline at (888) 246-2675 (English), (888) 246-2857 (Español), or (866) 874-2646 (TTY)

October 14, 2001

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FACT SHEET

Key Facts About Tularemia

This fact sheet provides important information that can help you recognize and get treated for tularemia. For more detailed information, please visit the Centers for Disease Control and Prevention (CDC) Tularemia Web site (www.bt.cdc.gov/agent/tularemia).

What is Tularemia?

Tularemia is a potentially serious illness that occurs naturally in the United States. It is caused by the bacterium *Francisella tularensis* found in animals (especially rodents, rabbits, and hares).

What are the Symptoms of Tularemia?

Symptoms of tularemia could include:

- sudden fever
- chills
- headaches
- diarrhea
- muscle aches
- joint pain
- dry cough
- progressive weakness

People can also catch pneumonia and develop chest pain, bloody sputum and can have trouble breathing and even sometimes stop breathing.

Other symptoms of tularemia depend on how a person was exposed to the tularemia bacteria. These symptoms can include ulcers on the skin or mouth, swollen and painful lymph glands, swollen and painful eyes, and a sore throat.

How Does Tularemia Spread?

People can get tularemia many different ways:

- being bitten by an infected tick, deerfly or other insect
- handling infected animal carcasses
- eating or drinking contaminated food or water
- breathing in the bacteria, *F. tularensis*

Tularemia is not known to be spread from person to person. People who have tularemia do not need to be isolated. People who have been exposed to the tularemia bacteria should be treated as soon as possible. The disease can be fatal if it is not treated with the right antibiotics.

How Soon Do Infected People Get Sick?

Symptoms usually appear 3 to 5 days after exposure to the bacteria, but can take as long as 14 days.

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Questions and Answers About Ricin

What is ricin?

Ricin is a poison found naturally in castor beans. If castor beans are chewed and swallowed, the released ricin can cause injury. Ricin can be made from the waste material left over from processing castor beans. It can be made in the form of a powder, a mist, or a pellet, or it can be dissolved in water or weak acid.

How toxic is ricin? How do people get sick from it?

Ricin is very toxic. It works by getting inside the cells of a person's body and preventing the cells from making the proteins they need. Without the proteins, cells die. Eventually this is harmful to the whole body, and may cause death.

As with most chemicals, whether or not a person becomes ill after exposure to ricin depends on how much ricin the person was exposed to, how long the exposure lasted, what the exposure method was (inhalation, ingestion, or injection), and other factors. In general, when the dose is the same, being exposed to ricin by injection has the greatest potential for causing illness, followed by inhalation, and then ingestion.

The purity of the ricin can also significantly affect the how sick someone becomes. For instance, ricin has greater potential for causing illness if it has been purified by special, technically difficult processes that are not readily available. In addition to the complexities involved in producing ricin that is highly purified, it is also very difficult to produce ricin that retains the physical properties which make it easy to inhale. These are just some examples of the more important factors that can help predict whether or not someone may get sick after being exposed to ricin.

How might I be exposed to ricin?

You can be exposed to ricin either by ingesting (swallowing) or inhaling (breathing) material containing ricin. In a few rare, past cases, injections of ricin have led to poisoning. This is a very unlikely method of exposure because it requires someone to actually inject the material into you

What are the signs and symptoms of ricin poisoning?

If ricin is ingested, initial symptoms typically occur in less than 6 -12 hours. These initial symptoms are most likely to affect the gastrointestinal system and include nausea, vomiting and abdominal pain. The symptoms of ricin poisoning are then likely to rapidly progress (generally over 12-24 hours) to include problems such as severe dehydration, and kidney and liver problems. This rapid progression of symptoms and illness is noticeably different than what typically occurs with most (but not all) infectious foodborne illnesses, which generally resolve within a day or two. Nevertheless, it is important to note that ricin is not the only potential cause of such symptoms, other illnesses due to chemicals and non-chemical causes (e.g., infectious) can also present with these signs and may be cause for concern.

If ricin is inhaled, initial symptoms may occur as early as 4-6 hours after exposure, but serious symptoms could also occur as late as 24 hours after exposure. The initial symptoms are likely to affect the respiratory system and

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FACT SHEET

Laboratory Testing for Ricin

This fact sheet provides a brief outline of how laboratory testing is done on environmental samples or human clinical specimens that may contain ricin, a poisonous protein from the castor bean plant.

How biological and chemical agents are detected

Law enforcement personnel sometimes investigate suspicious powders, or environmental surveillance systems indicate possible contamination involving a threatening agent. In other instances, hospital or commercial laboratories may come across a sample for which the presence of a threatening agent cannot be ruled out. Certain locations around the country, such as government and U.S. Postal Service offices, use sensors to test for traces of threatening agents. Threatening agents are biological organisms or chemicals that could cause harm to people's health. Processed ricin toxin is such an agent that could harm people if it is released into water, air, or food. If federal law enforcement officers feel the threat is credible, or if a hospital or commercial laboratory cannot rule out the presence of a threatening agent, suspicious samples are transferred to a nearby Laboratory Response Network (LRN) facility or to the Centers for Disease Control and Prevention (CDC) where high-confidence tests can be performed to identify the threat agent.

Biological agents are detected in environmental samples and clinical specimens using specialized tests, including rapid DNA-based tests that yield results within hours. These tests are performed by state and local public health laboratories that are LRN members.

Chemical agents can be detected in body fluids of persons (that is, in clinical specimens) exposed to these agents. Such detection can be used to identify who has been exposed and in some cases to assist in directing medical interventions. The LRN includes public health laboratories that can perform these types of analyses.

What the Laboratory Response Network is

The LRN is a national network of local, state, and federal public health, food testing, veterinary diagnostic, and environmental testing laboratories that provide the laboratory infrastructure and capacity to respond to biological and chemical terrorism and other public health emergencies. The more than 150 laboratories in the LRN are affiliated with federal agencies, military installations, international partners, and state and local public health departments.

The LRN was established in 1999 by the Department of Health and Human Services through CDC in accordance with Presidential Decision Directive 39, which outlined national antiterrorism policies and assigned specific missions to federal departments and agencies. Its founding partners are the Federal Bureau of Investigation and the Association of Public Health Laboratories. CDC maintains the LRN through a partnership with other federal agencies and private organizations.

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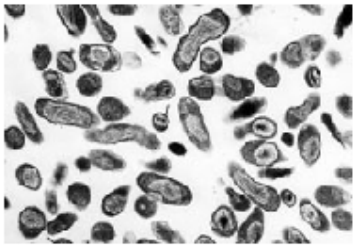
Q Fever and Animals

What is Q fever?



Q fever is a rickettsial infection caused by *Coxiella burnetii* (COX-ee-ELL-uh burn-ETT-eye). Only about half the people infected with this organism get sick with Q fever. Most people who get sick start having symptoms 2 to 3 weeks after getting *C. burnetii*, although symptoms can start sooner. These symptoms include fever, headache, chest or stomach pain, vomiting, and diarrhea. The fever can last 1 to 2 weeks, but many people can also get more serious lung or liver infections as a result of Q fever.

Organism Responsible for Q fever
Rocky Mountain Laboratories, NIAID, NIH

Most people get better within 1 to 2 months after being infected. Rarely, people can be sick from Q fever a year or more after getting this disease. For these people, inflammation (swelling) of the heart, especially the valves in the heart, can be a serious problem.

Can animals transmit Q fever to me?

Yes, some animals can pass Q fever to people. Cattle, sheep, and goats are most likely to carry *C. burnetii*, but other kinds of animals can also have this disease. Most infected animals do not show signs of Q fever, but the organism can be in barnyard dust that contains manure, urine or dried fluids from the births of calves or lambs. People usually get Q fever by breathing in this contaminated barnyard dust. Occasionally, people can get Q fever from drinking contaminated milk or from tick bites.

How can I protect myself from Q fever?

- When possible, avoid contact with the placenta, birth products, fetal membranes, and aborted fetuses of sheep, cattle, and goats.
- Eat and drink only pasteurized milk and milk products.
- If you work around pregnant sheep and goats, get vaccinated (where possible) against *C. burnetii* infection.
- Quarantine imported animals.
- If you have pre-existing heart valve disease or have had valve replacements, be extra careful around areas with sheep, cattle, and goats.

How can I find out more about Q fever?

Viral Hemorrhagic Fevers

Fact Sheet

What are viral hemorrhagic fevers?

Viral hemorrhagic fevers (VHFs) refer to a group of illnesses that are caused by several distinct families of viruses. In general, the term "viral hemorrhagic fever" is used to describe a severe multisystem syndrome (multisystem in that multiple organ systems in the body are affected). Characteristically, the overall vascular system is damaged, and the body's ability to regulate itself is impaired. These symptoms are often accompanied by hemorrhage (bleeding); however, the bleeding is itself rarely life-threatening. While some types of hemorrhagic fever viruses can cause relatively mild illnesses, many of these viruses cause severe, life-threatening disease.

The Special Pathogens Branch (SPB) primarily works with hemorrhagic fever viruses that are classified as biosafety level four (BSL-4) pathogens. A list of these viruses appears in the SPB disease information index. The Division of Vector-Borne Infectious Diseases, also in the National Center for Infectious Diseases, works with the non-BSL-4 viruses that cause two other hemorrhagic fevers, dengue hemorrhagic fever and yellow fever.

How are hemorrhagic fever viruses grouped?

VHFs are caused by viruses of four distinct families: arenaviruses, filoviruses, bunyaviruses, and flaviviruses. Each of these families share a number of features:

- They are all RNA viruses, and all are covered, or enveloped, in a fatty (lipid) coating.
- Their survival is dependent on an animal or insect host, called the natural reservoir.
- The viruses are geographically restricted to the areas where their host species live.
- Humans are not the natural reservoir for any of these viruses. Humans are infected when they come into contact with infected hosts. However, with some viruses, after the accidental transmission from the host, humans can transmit the virus to one another.
- Human cases or outbreaks of hemorrhagic fevers caused by these viruses occur sporadically and irregularly. The occurrence of outbreaks cannot be easily predicted.
- With a few noteworthy exceptions, there is no cure or established drug treatment for VHFs.

In rare cases, other viral and bacterial infections can cause a hemorrhagic fever; scrub typhus is a good example.

What carries viruses that cause viral hemorrhagic fevers?

Viruses associated with most VHFs are zoonotic. This means that these viruses naturally reside in an animal reservoir host or arthropod vector. They are totally dependent on their hosts for replication and overall survival. For the most part, rodents and arthropods are the main reservoirs for viruses causing VHFs. The multimammate rat, cotton rat, deer mouse, house mouse, and other field rodents are examples of reservoir hosts. Arthropod ticks and mosquitoes serve as vectors for some of the illnesses. However, the hosts of some viruses remain unknown -- Ebola and Marburg viruses are well-known examples.

SMALLPOX FACT SHEET

Smallpox Overview

The Disease

Smallpox is a serious, contagious, and sometimes fatal infectious disease. There is no specific treatment for smallpox disease, and the only prevention is vaccination. The name *smallpox* is derived from the Latin word for "spotted" and refers to the raised bumps that appear on the face and body of an infected person.

There are two clinical forms of smallpox. Variola major is the severe and most common form of smallpox, with a more extensive rash and higher fever. There are four types of variola major smallpox: ordinary (the most frequent type, accounting for 90% or more of cases); modified (mild and occurring in previously vaccinated persons); flat; and hemorrhagic (both rare and very severe). Historically, variola major has an overall fatality rate of about 30%; however, flat and hemorrhagic smallpox usually are fatal. Variola minor is a less common presentation of smallpox, and a much less severe disease, with death rates historically of 1% or less.

Smallpox outbreaks have occurred from time to time for thousands of years, but the disease is now eradicated after a successful worldwide vaccination program. The last case of smallpox in the United States was in 1949. The last naturally occurring case in the world was in Somalia in 1977. After the disease was eliminated from the world, routine vaccination against smallpox among the general public was stopped because it was no longer necessary for prevention.

Where Smallpox Comes From

Smallpox is caused by the variola virus that emerged in human populations thousands of years ago. Except for laboratory stockpiles, the variola virus has been eliminated. However, in the aftermath of the events of September and October, 2001, there is heightened concern that the variola virus might be used as an agent of bioterrorism. For this reason, the U.S. government is taking precautions for dealing with a smallpox outbreak.

Transmission

Generally, direct and fairly prolonged face-to-face contact is required to spread smallpox from one person to another. Smallpox also can be spread through direct contact with infected bodily fluids or contaminated objects such as bedding or clothing. Rarely, smallpox has been spread by virus carried in the air in enclosed settings such as buildings, buses, and trains. Humans are the only natural hosts of variola. Smallpox is not known to be transmitted by insects or animals.

A person with smallpox is sometimes contagious with onset of fever (prodrome phase), but the person becomes most contagious with the onset of rash. At this stage the infected person is usually very sick and not able to move around in the community. The infected person is contagious until the last smallpox scab falls off.

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Appendix C: Safe Handling of Exotic Animals

Many exotic pets have unique features that need to be considered when handling these animals. Some basic guidelines for handling common exotic species follow.

Rabbits
Grasp loose skin over the neck and shoulders while directing the head away from your body. Support the lower part of the rabbit's body with the other hand. Never restrain or lift a rabbit by the ears. If the rabbit begins to struggle or kick violently, immediately place on a solid surface and calm the animal. Struggling often results in fractured spinal vertebrae and subsequent euthanasia.

Mice
Mice are generally caught and handled by their tails. Grasp the tail between its midpoint and the mouse's body. For more control, grasp the loose skin over the mouse's neck and shoulders using the thumb and fingers. Do not drop mice into cages. Rather lower them into the cage and release upon contact with bedding.

Guinea Pigs
Gently, place one hand on the shoulders or chest of the guinea pig. Use the other hand to support the animals' hindquarters. Wrap the guinea pig in a towel or hold the animal against your body to reduce any struggling. Do not attempt to restrain guinea pigs solely by grasping the skin. Guinea pigs lack an ample amount of loose skin to do this safely and handling them in this manner may cause hair loss.

Birds
Pet birds, such as parrots and finches, may be restrained by capturing in a towel. Darkening the room prior to entering the cage will assist the handler in the capture process and calm the bird. Care should be taken with wild birds, such as birds of prey. These species should only be captured and restrained by qualified handlers.

Quickly grab the bird's neck from behind the animal. Your hand should gently encircle the neck to elongate the neck between the head and shoulders. Once the animal is under control, grasp the legs from the front of the animal and stretch the animal as much as possible without causing injury. The weight of the towel will keep the wings at the bird's side.

Ensure that the bird's ribcage is not restricted and do not hold the bird around the body. Small birds may be caught without using a towel. First, capture the bird from the rear by encircling the neck. Then grasp the feet with the other hand.

Lizards
Hold the head firmly by grasping behind the jaw with your thumb and first finger while wrapping the other fingers around the lizard's shoulders to control the front legs. Use the other hand to grasp the rear legs and tail just below the base of the pelvis. Do not grab the length of the tail. Many lizards have the ability to lose their tails as a natural defense mechanism.

Snakes
Hold the head gently by grasping behind the jaw. Allow your hand to move with the snake's head movement to prevent injury. Providing good support for the rest of the snake's body will help ensure it feels secure. Multiple handlers may be necessary for large snakes. Do not allow the snake to wrap the end of its tail around you or other objects.

Turtles and Tortoises

Grasp the shell midway between the front and rear legs. Prevent bites by not reaching across the front of a turtle or tortoise that is unrestrained. Frightened animals will often urinate on handlers as the animals are being picked up.

Amphibians

Fine mesh nets or small plastic containers may be used for catching and transferring animals. If the animal must be handled, protect the animal's skin by using moistened gloves and/or a moistened paper towel or dishcloth. Large amphibians, such as giant salamanders, large toads, and hellbenders, should have their heads restrained to prevent biting. Place their head between your thumb and first finger.

Ferrets

Grab the loose skin around the back of the neck firmly. Hold the ferret up so the hind feet cannot touch the ground. Stroke the animal's underside from top to bottom to aid in relaxation.

Appendix D: General Cleaning Guidelines

1. Wash and scrub all items with soap and water, rinse thoroughly, then spray with dilute bleach solution or soak in bleach solution and allow to sit for 10 minutes and then allow drying.

2. Bleach solution should be made as follows – 1 oz. bleach in a 32 oz. spray bottle, ½ cup per gallon of water (in a 5 gallon bucket add 2 ½ cups bleach). Eyeballing the amount of bleach added is not to be allowed.

3. Clean items in batches. Food and water bowls should be washed first, then cages and crates, then litter boxes. There should be designated scrub brushes for bowls and dishes and crates/cages and litter boxes. They should be clearly marked as such.

4. Soap and water and bleach solutions should be replaced after every cleaning session (no new items that currently need cleaning), or at every shift change. If ongoing cleaning is necessary, bleach solutions should be replaced every 2 hours.

Cages / Crates

1. Take cages and crates apart to the extent possible. Cat cages should be taken outside for thorough cleaning.

2. Wash and scrub with soap and water and rinse thoroughly. Items should be sprayed with a dilute bleach solution (see General Guidelines for preparation of solutions) and they need to sit a minimum of 10 minutes for disinfection. They can then be allowed to dry or dried by hand.

3. Do not use the litter box scrub brush to clean the cages and crates.

Bowls and Dishes

1. Bowls and dishes should be washed before cages/crates or litter boxes. They should be washed and scrubbed with soap and water and rinsed thoroughly. They should then be either sprayed with a dilute bleach solution (see General Guidelines for preparing bleach solution) or soaked in the dilute bleach solution for a minimum of 10 minutes before being allowed to air dry or be hand dried.

2. There should be a clearly marked scrub brush for bowls and dishes only

Litter Boxes

1. Litter boxes should be washed last after bowls and dishes and crates and cages in any cleaning session.
2. They should be washed and scrubbed with soap and water and then thoroughly rinsed. They should then be sprayed with a dilute bleach solution (see General Guidelines for preparing solution) or soaked in the bleach solution and allowed to sit for a minimum of ten minutes. They can then be allowed to air dry or be hand dried.

3. Soap and water solution and bleach solutions should be discarded and replaced with new solutions after litter boxes are cleaned during any cleaning session.

4. Use only the clearly marked scrub brush for litter boxes.

Appendix E: Shelter Cat Housing Guidelines

1. Limit capacity in each cat housing room. Population density in current cat housing room must *not* be increased.

2. At no time should cages be stacked more than 2 high.

3. Ensure that each large cage is used for housing only one adult cat, a bonded pair of cats, or one litter (with or without a mother). On rare occasions, 3 adult bonded cats may house together in one large cage, if housing 1 of the 3 separately causes distress.

4. Cats from the same household that are housed together in a large cage and later exhibit aggression should be each given their own large cage (not housed on either side of a divided cage.

5. Do not use cage dividers to house more than one cat in one cage.

6. Smaller cages must never be used to house more than one cat.

7. Each cat must be provided with a hiding box.

8. Whenever unfamiliar cats are housed in adjacent cages, ensure that a complete barrier is in place at all times (cardboard or fabric.) This barrier will help prevent direct disease transmission and stressful encounters between cats in neighboring cages

9. Cat condos should be used as follows: 1 cat per column of 3 vertically connected cages. The entire condo bank should house a total of 4 cats, rather than 12 cats (3 rows of 4 cats.) This cage bank will not be used at maximal capacity because the cages are smaller and more difficult to clean and because it is more difficult to provide barriers between cats in adjacent cages. So this cage bank will not be used at maximum capacity.

Management of cat sub-populations to reduce disease risk:

Assign each animal to a category, in terms of its health (healthy vs. sick with contagious disease [e.g. upper respiratory signs or diarrhea) and age/disease susceptibility (young animals most susceptible, adult animals less susceptible.) So, for cats, there would be sub-populations:

- Healthy kittens
- Healthy adult cats
- Sick (contagious) kittens
- Sick (contagious) adult cats.

When possible, assign different animal care staff members/volunteers to clean and care for animals in each group. When that is not possible, the same animal care volunteer could care for each group sequentially, in order of decreasing health and disease susceptibility (Group A first, then group B, then C, and group D last.) Of healthy kittens (group A) should be cleaned first, while cages of sick adult cats (group D) should be cleaned last.

Revaluate group assignments once daily. Any cat or kittens on meds for infectious or contagious condition is considered "sick" (i.e. sick= possibly shedding contagious disease.) Category assignments (Groups A, B, C and D) should be indicated on white board list of cats in each cage. Category assignments may change as an animal's health changes.

Appendix F: Public Education Messages

Domestic Pets

- If you evacuate your home, DO NOT LEAVE YOUR PETS BEHIND. Pets most likely cannot survive on their own and you may not be able to find them when you return.

- For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets. Include your local animal shelter's number in your list of emergency numbers-they will be able to provide information concerning pets during a disaster.

- Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site.

- Make sure you have a current photo of your pet for identification purposes.

- Make sure you have a secure pet carrier, leash or harness for your pet so that if the animal panics, it cannot escape.

- Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit and other supplies with you in case they are not available later.

- Make sure you have a copy of your pet's medical records. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters require that your pet's vaccinations be current.

- If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

Equines, cattle, and small livestock

Evacuate equines, cattle, and small livestock. The evacuation sites should have or be able to readily obtain food, water, veterinary care, handling equipment and facilities. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter. All animals should have some form of identification that will help facilitate their return.

Wildlife

Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job. Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis and other diseases may occur. Contact your local emergency management office for help.

Appendix G: Local Pet Friendly Motel / Hotels

Appendix H: Guidelines for Handling Animals During Capture and Emergency Containment

Horses

Adapted from the American Veterinary Medicine Association Disaster Preparedness and Response Guide

Free roaming horses will naturally group together and move as a group. Many horses will allow themselves to be caught, especially if they are encouraged with grain. Catching a horse can be done by first placing a rope loosely around its neck, and then fitting on a halter. If a large group of horses will not allow themselves to be caught, they should be rounded up in small groups and corralled into smaller confinements. If the horses cannot be rounded up and have not suffered any obvious injuries, they may be kept fenced in and fed without further human contact.

When moving horses into an unfamiliar environment, the handler should allow them time to investigate their new surroundings. Not all horses are familiar with being tied to a stationary object. If horses must be tied, use a quick release knot. Many horses have only been kept in wooden fenced paddocks. If wire fencing is all that is available, tie 2" x 24" cloth strips to the top wire every 6 to 10 feet.

Identification

Many horses are permanently identified with a tattoo on the inside of their upper lip, freeze brands under the mane, and brands on the outsides of their hind limbs. These are helpful in recording the identification on a horse. Other methods for identification that can be used include neck banding, microchip injection, painting or etching the hooves, and describing all whorls of the horses' coats. Photographs of the right and left sides of the body, medial and lateral aspects of the lower legs, and the face of a horse are helpful in matching owners' descriptions when trying to locate misplaced animals.

Behavior

Most horses are familiar with people and are used to being handled. Horses will seek to establish hierarchy when first grouped together. If this occurs under confined conditions, horses may become violent resulting in serious injuries to each other and to people handling them. Horses show signs of aggression toward people by pinning their ears back, extending their necks to bite, or turning their hind ends toward an approaching person. Special care should be taken to avoid standing between mares and their foals, and when handling stallions (adult uncastrated males).

Ideally, horses should be kept in small herds at pasture or in individual stalls. If this is not possible, allow horses plenty of room to reduce aggression. Never place two or more stallions together. If at all possible, observe horses for the first few hours after placing together in a herd.

Methods of Restraint

Most horses will cooperate once they have a halter and lead rope on. People unfamiliar with horses' behavior should always work in pairs. Both people should always stand on the left side of the horse. Apprehensive horses can be twitched on the nose, or by grabbing a handful of skin on the lower side of the neck. Alternatively, sedatives may be used. Authorized personnel will perform sedation. Injured horses should not be worked on until they are fully sedated. This usually takes 5 – 10 minutes after intravenous injection. Sedated horses may still kick if abrupt movements or sounds startle them.

Health Concerns

Dietary changes predispose horses to colic, laminitis, and hyperlipemia. Mixing of horses from various sources predisposes them to contagious respiratory disease. Vaccinating all horses against Equine Herpes Virus, Equine Influenza, Eastern and Western Equine Encephalitis, and tetanus can

minimize the spread of contagious disease. Any horse that will be spending more than a few days grazing on shared pasture should be dewormed with a paste dewormer.

Typical Weights

Horses are measured in "hands". One hand is equal to 4 inches. Horse's heights are measured at the highest point of the shoulder (withers). Typical weights and sizes of horses are:

	Adult weight (#)	Newborn weight (#)	Approx. Height
Giant Breeds	1,500 – 2,000	150 – 200	17+ hands
Full Size	750 - 1,200	75 – 100	15 – 17 hands
Pony	500 - 750	50 – 75	< 15 hands
Miniature	200 - 400	20 – 40	< 40 inches

Typical Feeding Requirements of Horses

Ideally, horses should be fed individually or in small groups. They should be fed twice a day at regular intervals. If horses are fed in groups, the most aggressive ones should be fed first. If that is not possible, observe horses at feeding time to ensure that all horses allow each other access to feed and water.

Under resting conditions and when ambient temperatures are above 40° F, horses should consume about 2% of their body weight per day in dry matter. About 75% of this should be derived from forages (hay) and 25% from grain. 12% protein horse pellets and sweet feed are the preferred grains. Total feed intake depends on body size. For example, a 1,000 lb. horse will require 7.5 lbs. (approximately 1/5 of a rectangular bale) of hay and 2.5 lbs. of grain at each feeding. This amount should be fed in the morning and in the evening. In addition, horses require about 2% of their body weight in fresh water per day, and 1 –2 oz. of loose salt. All of the feeding requirements should be doubled for lactating mares and increased if ambient temperatures fall below 40^{o} F.

To estimate the amount of feed required for a horse herd, calculate the biomass of the horses by estimating the approximate weight of all the horses and adding the weights together. Multiply this figure by the feed requirements listed above to calculate the amount of hay, grain, water, and salt needed for the herd.

Sheltering and Housing

Ideally, horses should be kept in small herds at pasture or in individual stalls. The amount of bedding required depends on the type of flooring. Porous flooring with plenty of lime mixed into it requires the least additional bedding. Concrete flooring requires the most. The approximate amount of bedding that will be required is one bale of straw per 12 x 12 ft. stall.

Straw is the preferred bedding under emergency conditions, as it is likely to be available, is space efficient, and is most degradable. Alternatively, 2 bales per stall of conifer wood shavings or shredded newspapers can be used. Black walnut and exotic wood shavings cannot be used.

Fencing materials that are free of projections should surround paddocks for horses. Barbed wire is not suitable for fencing horses. Electric wire fencing can be used, but it must be made visible to horses by 2" x 24" strips of cloth every 6 to 10 feet.

Sanitation

Horses will produce about 0.5% of their body weight of manure per day. Manure should be removed from stalls at least once a day. Manure from horses on pasture should be collected once per week if possible. Manure should be stacked in neat piles, with minimal surface area, to promote composting and reduce fly hatching. To further reduce fly burdens, the manure pile can be sprayed every 3 days with fly spray.

Horses void about 0.5% of their body weight as urine each day. Urine is a major attractant to stable flies. Completely remove the stall bedding at least every third day to reduce fly problems. The total amount of manure and bedding that will accumulate can be calculated from the number of horses, the average amount of manure produced, plus the number of straw bales used. Manure piles should be located at least 200 yards from the stabling facilities.

Zoonosis

Salmonella is endemic in many horse populations. Stressed horses, such as those surviving a major disaster, are most likely to suffer from clinical salmonellosis and develop fulminant diarrhea. Horses that develop diarrhea may have a guarded to poor prognosis and are a potential source of infection to other horses and personnel. For these reasons, serious consideration should be given to euthanasia, especially if the horse can only be maintained by compromising the level of care to other horses.

Euthanasia and Disposal

Disposal must be considered prior to euthanasia. If at all possible, it is easiest to walk the horse to the site where the carcass will be buried, rather than transport dead horses to a disposal site. Euthanasia will be done under supervision of qualified personnel. Records will be kept of all dead horses.

Cattle

Background

Cattle are grazers and browsers by nature and are easily adaptable to new environments. They are gregarious animals that follow herd instincts, but may be excited and frightened by new persons, predators, and dogs in their midst. Because of their gregarious nature, individual cows become anxious in situations that lead to their isolation from the herd. They have keen eyesight and hearing and can detect something unusual at distances of several hundred yards.

Behavior during the Disaster Event

Cattle normally will move away from fire and flood, but in an excited state they may actually move into such a disaster. Herding and driving cattle during a disaster is made more difficult because herding instinct is overridden by survival reaction. Injuries, especially to the younger animals, are much more probable during a disaster.

Behavior during the Immediate Aftermath

Most cattle, if given hay, water, and a space to stand or lie down, will acclimate well with their new surroundings. The more antisocial animals, especially bulls, may not become content as quickly and may attempt escape. Bulls should always be approached with caution, particularly under stressful conditions. Due to the unpredictable nature of bulls, volunteers must work in pairs when working among, handling or capturing bulls over 6 months of age. There is also a problem with establishment of social dominance within a group if new numbers are added. This is particularly true with bulls, and though cows usually settle down soon, the bulls may continue the struggle for dominance for a protracted period.

Capture, Containment, and Restraint

Dairy cattle are used to caretakers, are socialized to human beings, and are easily penned. Beef cattle commonly are fed hay and grain in or around a barn or corral, which can aid in penning. If a preexisting structure is not in place, a temporary corral can be built with portable gate panels. Avoid barbed wire and woven wire fencing because of the danger of injury to excited animals and animals unfamiliar with fences. Portable corrals may be used to make runways and chutes for restraint.

The most common and available method of restraint is the lariat and halter. This restraint is dependent on having something to which the animal can be secured. For particularly fractious animals, application of a nose lead in combination with a rope halter provides additional distractions and approved restraint. A properly applied tail jack will immobilize the rear quarters for the purpose of examination or other minor procedures.

The most desirable restraint device is the portable cattle chute with a head restraint. Diagnosis and treatment are much easier and safer with this equipment. Tranquilization or sedation of injured animals may be necessary. Tranquilization will be done under supervision of qualified personnel.

If evacuation from the home premise is necessary, bumper-pull or fifth wheel type stock trailers, 12’ x 16’ or larger and without compartments, should be used. The low bed with a low center of gravity allows easier loading and unloading and is more stable in winds and water.

Animal Identification Methods

Permanent identification of dairy cattle is usually numerical by means of an ear tag, ear tattoo, brand, microchip, or numbered neck chain. Animals may be temporarily identified through use of livestock marking crayons.

Typical Weights

Dairy cattle – Holsteins are the largest of the 5 major breeds of dairy cattle. Cows weigh an average of 1,500 lbs., with mature bulls tipping the scales at more than a ton. Jersey dairy cattle are the smallest, with mature cows weighing approximately 1,000 lb. and bulls near 1,500 lb. Weigh tapes for measuring heart girth provide a fairly accurate estimate of weight in dairy cattle.

Beef cattle – There are wide variations among and within beef breeds. Weights can range from an 850- lb. British crossbred female to 2,500- lb. Charolaise male. A weight tape for beef cattle, which measures heart girth, is fairly accurate.

Nutritional Requirements

Cattle are grazing animals and can be maintained adequately on a variety of grasses. Care should be taken in selecting the site to pen cattle, because ornamental plants, which may be appealing to hungry ruminants, can be extremely toxic if consumed by cattle. Milk production in dairy cattle will raise or lower according to nutrient intake. Grass hay can be fed to dairy cattle for several days and they will suffer only temporary milk production loss when put back on their full production level ration. By reducing the caloric intake, a cow will reduce its milk production. Decrease in milk production may not be rapid enough to prevent mastitis. If the disaster causes electric power outages or if the cattle are moved to a location without milking facilities, milking even a small number of cows becomes an unrewarding and difficult task.

Beef cattle and yearling cattle require only grass hay and water for survival. If grass for pasturing cattle is not available, baled hay fed at the rate of 20 to 25 lbs./head/day is the best alternative. Calves less than 3 months old will require milk or milk replacer along with grass hay. The amount of hay that is required daily is 22 lbs. for adult cattle (weighting 1000 lbs. or more) and 13 lbs. for calves (weighing

132 to 500 lbs.). Clean water should be provided at the rate of 7.5 gal for cattle greater than 700 lbs. and 5.3 gal for those less than 700 lbs. In moderate weather conditions, mature dairy cattle will consume 12 to 15 gallons of water per head per day.

Because contaminated water may contain pathogenic organisms, treat it with chlorine to make it safer. Sodium hypochlorite (household bleach) at the rate of 2 gallons per 100 gallons water will be beneficial. Ideally, the water should be tested, but during a disaster this may not be possible.

Health Concerns

Emergency conditions that lead to the gathering of animals from various operations increases the risk of infectious diseases caused by a multitude of enteric and respiratory disease pathogens. In light of the difficulty imposed by attempting individual treatment, mass medication through the drinking water may be considered for treatment and control of infection. Large ruminants are frequently affected with bloat, diarrhea, and pneumonia during prolonged unusual events.

Prevention of most bloat and diarrhea can be accomplished through nutritional management. Pneumonia can be partially prevented through vaccination against respiratory pathogens and providing rest and fresh air during the disaster. Even the best managed cattle will contract some stress-related pneumonia and a treatment center should be set up for care of sick cattle.

Severe traumatic injuries will require individual examination and treatment. Lacerations and fractured bones may be detected in cattle during the aftermath of a disaster. The lacerations can be treated but fractures are difficult to manage in cattle and euthanasia may be required. Qualified personnel will conduct drug administration and pain management.

Housing and Sanitation

Dairy cattle should be kept clean, dry and comfortable. If the disaster occurs during the hot and humid season, shade must be provided if it does not exist in the area of confinement. Avoid total enclosure, but shelter animals with shade cloth or plastic tarp from the extremes of heat or cold stress. Cattle should be moved with care if the ambient temperature exceeds 30º C (86º F) in order to avoid heat stress. The comfortable range in temperature for dairy cattle is between 41º and 78º F. Beef cattle requiring medical care might be housed in a confined area to expedite treatment, but healthy cattle do better in pastures or paddocks, and they tend to settle down quicker when put in an environment similar to where they had been maintained prior to the disaster. In addition, the open air will help disperse respiratory pathogens.

Provision for manure removal is important. Cattle excrete about 5% of their body weight in manure and urine daily. Straw should be used for bedding, when required, because it will be easier to obtain and dispose of during times of disaster.

Zoonosis Concerns

The greatest risk is enteric pathogens such as salmonellosis, cryptosporidiosis, campylobacteriosis, and giardiasis. Adult cattle maintained in questionable sanitary conditions can transfer these diseases without becoming clinically ill. Calves and yearlings will usually become sick and require treatment. Contaminated water can be a source of pathogens for the cattle, therefore caretakers should use caution in handling cattle with diarrhea and never consume water from an unapproved source.

Euthanasia and Disposal

The recommended method of euthanasia is with an appropriate chemical injection. Euthanasia will be performed under supervision of qualified personnel. Records will be kept of all dead animals.

Disposal of dead cattle can create a problem due to the potential health hazard and great volume of carcasses. Methods such as deep burial or burning can be done if local air and water quality regulations permit.

Dogs and Cats

Behavior during the Disaster Event

Capturing pets during a disaster is made more difficult because the pet-owner bond may be overridden by survival instincts. Injuries, especially to young animals, are much more likely during a disaster. In the event that animals cannot be rescued due to the emergency, food may be delivered to the animals by the appropriate agency when possible.

Behavior during the Immediate Aftermath

Most pets, if given food, water and a cage to stand or lie down, will acclimate well with their new surroundings. The more antisocial animals, especially cats, may be calmed by providing them with a box in which to hide inside the cage.

Capture, Containment, and Restraint

Human life will not be risked to capture loose animals. However, many pets are socialized to human beings, and are easily caught. Offering food may capture loose hungry dogs and cats. In many disasters, there is too much noise and commotion during the day, and misplaced pets (especially cats) will stay hidden. Baited traps placed at night in the cat's home territory are very effective. Dogs are not trapped as frequently as cats, as they tend to move around whereas cats are often found in their home territory.

Trapping cannot be done during floods, as it is too dangerous to be on the water at night. The most common and available method of restraint of dogs is the muzzle and leash. Cats that can be caught may be subdued by wrapping tightly in a large heavy towel with only the head extended. Slip nooses can be used with traumatized, aggressive animals.

Tranquilization or sedation of injured animals may be necessary. Tranquilization will be done under supervision of qualified personnel.

Animal Identification Methods

Pet identification methods consist of collar and tags, implanted microchips, or tattoos on the inside of the ear, the lip, or the inside of the hind leg. Every animal that normally wears identification should have some form of identification put on it when it comes into a designated shelter. Animals without prior identification may be temporarily identified through use of uniquely numbered metal livestock tags tied with twine passed around the neck and knotted in a square knot. A corresponding numbered animal description sheet will be filled out on all animals entering a designated shelter.

Nutritional Requirements

Food will be provided as per supplies. Reasonable efforts will be made to maintain adequate diets. Qualified personnel will supervise dietary needs. Clean water should be provided daily at the rate of 1/2 gallon for average-sized dogs and 1 pint for cats. Because contaminated water may contain pathogenic organisms, chlorine may be used to make it safer. Sodium hypochlorite (household bleach) at the rate of 2 ounces per 100 gallons of water will be beneficial. Ideally, the water should be tested, but during a disaster, this may not be possible.

Health Concerns

Emergency conditions that lead to the gathering of animals from various locations increases the risk of infectious diseases caused by a multitude of viral and bacterial disease pathogens. The greatest risks to dogs and cats are rabies, parvovirus, canine distemper, feline infectious peritonitis, and feline pan leukopenia. Unvaccinated puppies and kittens will often become sick and require treatment. Even the best managed facility will contract some stress-related respiratory disease and a treatment center should be set up for care of sick pets. Due to the difficulty imposed by attempting individual treatment, mass medication through the drinking water may be considered for treatment and control of infection.

Severe traumatic injuries will require individual examination and treatment. Lacerations and fractured bones may be detected in pets during the aftermath of a disaster. Qualified personnel will supervise pain management.

Housing and Sanitation

Cages may be utilized to provide temporary shelters. Temporary dog runs may be created using chain link panels obtained from construction companies or businesses that rent temporary fencing. The chain link panels should be 6 to 8 feet long with no gap along the bottom. Manure disposal will be in accordance with county and state regulations.

Zoonosis Concerns

Contaminated water can be a source of pathogens, therefore caretakers should use caution in handling animals with diarrhea and never consume water from an unapproved source.

Euthanasia and Disposal

The recommended method of euthanasia for dogs and cats is with an appropriate chemical injection or by carbon monoxide (CO). Qualified personnel will perform euthanasia. Because of the mass injuries that can occur in a disaster, the volume of chemical euthanasia solution or compressed CO in cylinders on hand may be exhausted early. Should this occur, there are acceptable alternate euthanasia methods recommended by the American Veterinary Medical Association that will be selected by licensed veterinarians. Records will be kept on euthanized animals. Citizens who are missing an animal will have access to those records that may help identify their animal. Animal carcasses will be rendered according to established Animal Control procedures or buried in the landfill and/or designated burial sites.

Appendix I: Animal Burial Guidelines During a Declared Emergency

Introduction

Proper burial and disposal will prevent potential public health problems resulting from large numbers of dead and decaying animals including the spread of harmful pathogens, ground and surface water contamination, and pest control. In certain situations, burial of dead animals may be the best alternative for immediate disposal. These guidelines are designed to insure burial is done in a safe and effective manner.

Legal Authority

Disposition of dead domesticated animals states that is generally the responsibility of the owner or person in charge of his domesticated animals to bury dead animals appropriately within 24 hours after knowledge of the death. It is the responsibility of the municipal or county government to designate appropriate persons to dispose of any domestic dead animals whose owner cannot be identified The State Health Director and by extension the Local Public Health Director (in coordination with the County Attorney's Office) in each county is charged with preventing health risks and disease and promoting a safe and healthful environment according to. To the extent that dead animals become a threat to human health, the State and Local Health Director has broad authority to investigate and act on matters to protect health.

Scope

While it is recognized that there are multiple types and degrees of emergencies that could create the need for dead animal burial, these guidelines focus on the most common causes. For example, guidelines for managing dead animals during a foreign animal disease emergency may differ and would be managed through the State Veterinarian. These guidelines are intended to address dead animal disposal during a declared emergency and therefore do not take the place of the dead animal disposal that occurs under the normal permitted operation of a farm.

Emergency Planning

Each farm operation shall make specific plans for animal disposal in the event of an emergency. When burial is determined to be the disposal method of choice, an attempt should be made first to bury the dead animals according to guidelines on the owner's farm. If proper burial is not possible on the farm then plans should be made for alternative sites.

Burial Standards

1. The bottom of the hole where dead animals are to be buried should be 3 feet above the seasonal high water table and must be at least 12 inches above the seasonal high water table in an area of well-drained soil. (Farm owners may contact the local soil conservation agency or the local health department for assistance in determining the seasonal high water table.)
2. Standing water in the hole does not preclude animal burial as long as the bottom of the hole is at least 12 inches above the seasonal high water table, not in an area of standing water, and the other conditions for proper burial are met.
3. There must be at least 3 feet of soil covering any buried animal. This can be interpreted to mean soil mounded over the animals above the adjacent ground level.
4. The burial site must be at least 300 feet from any existing stream or public body of water.
5. The burial site must at least 100 feet from any presently existing well.
6. The burial site must be at least 300 feet from any existing public water supply well.
7. The burial site cannot include any portion of a waste lagoon or lagoon wall.
8. In the case where the burial site is in a waste disposal spray field, the burial site is not available for subsequent waste spraying until a new viable crop is established on the site.
9. The burial site shall be located so as to minimize the effect of storm-water runoff.

10. Burial is not permitted in the tiled area of an under-drained field.
11. A record of the location of the approved site (GPS latitude and longitude coordinates if available), the burial history of each burial site to include the date, species, head count and age must be kept by the owner and reported to the Local Health Director who will in turn report this information to the appropriate State agency.
12. Farm owners and operators are encouraged to consider measures that could be taken prior to an eminent emergency that could reduce the impact on the farm and the environment.

Collective Burial Site

A collective burial site may be designated to serve one or more counties in the event of a large-scale emergency whereby individual farm sites are not available. The responsibility for disposal of dead animals remains with the owner, lessee, or person in charge of any land upon which any domesticated animals die. The county or municipality should identify an appropriate burial site(s) with the capacity to bury up to 5% of the steady state live weight of livestock in that jurisdiction. The use of an existing county or municipal landfill as a dead animal burial site is legal and preferred.

Burial Site Approval

Best farm practices suggest that a burial site with the capacity to handle the type and number of animals most likely to be needed during an emergency for each farm operation be identified and pre-approved prior to the emergency. It is recommended that the emergency burial contingency plan be incorporated into the farm's existing farm plan and duly reported to the appropriate state and local agency.

Appendix J: New York State Department of Agriculture and Markets Zoonotic Program Diseases

Anthrax
Avian Chlamydiosis (Psittacosis and Ornithosis, *Chlamydophila psittaci*)
Avian Influenza
B Virus (Cercopithecine Herpesvirus 1)
Bovine Brucellosis (*Brucella abortus*)
Botulism
Caprine and Ovine Brucellosis (excluding *B. ovis*)
Equine encephalomyelitis (Eastern (EE) and Western (WE))
Glanders (*Pseudomonas mallei*)
Hendra virus infection
Japanese Encephalitis
Nipah virus infection
Ovine epididymitis (*Brucella ovis*)
Plague
Porcine Brucellosis (*Brucella suis*)
Q Fever
Rabies
Rift valley fever
Tuberculosis
Tularemia
Venezuelan equine encephalomyelitis (VEE)
Viral hemorrhagic fevers
West Nile virus infection

Appendix K: Bioterrorism Diseases / Agents by Category

Category A - Diseases/Agents

The U.S. public health system and primary healthcare providers must be prepared to address various biological agents, including pathogens that are rarely seen in the United States. High-priority agents include organisms that pose a risk to national security because they

- Can be easily disseminated or transmitted from person to person;
- Result in high mortality rates and have the potential for major public health impact;
- Might cause public panic and social disruption; and
- Require special action for public health preparedness.

Anthrax (Bacillus anthracis)

Botulism (Clostridium botulinum toxin)

Plague (Yersinia pestis)

Smallpox (variola major)

Tularemia (Francisella tularensis)

Viral hemorrhagic fevers (filoviruses [e.g., Ebola, Marburg] and arenaviruses [e.g., Lassa, Machupo])

Category B - Diseases/Agents

Second highest priority agents include those that:

- Are moderately easy to disseminate;
- Result in moderate morbidity rates and low mortality rates; and
- Require specific enhancements of CDC's diagnostic capacity and enhanced disease surveillance.

Brucellosis (Brucella species)

Epsilon toxin of Clostridium perfringens

Food safety threats (e.g., Salmonella species, Escherichia coli O157:H7, Shigella)

Glanders (Burkholderia mallei)

Melioidosis (Burkholderia pseudomallei)

Psittacosis (Chlamydia psittaci)

Q fever (Coxiella burnetii)

Ricin toxin from Ricinus communis (castor beans)

Staphylococcal enterotoxin B

Typhus fever (Rickettsia prowazekii)

Viral encephalitis (alphaviruses [e.g., Venezuelan equine encephalitis, eastern equine encephalitis, western equine encephalitis])

Water safety threats (e.g., Vibrio cholera, Cryptosporidium parvum)

Category C - Diseases/Agents

Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of

- Availability;
- Ease of production and dissemination; and
- Potential for high morbidity and mortality rates and major health impact.

Emerging infectious diseases such as Nipah virus and Hantavirus

Appendix L: CART Business Directory

Saratoga County

Animal Lovers & Switchplate Covers
76 Washington St, Saratoga Springs, NY 12866 (518) 584-3804

Thoro-Bred Feed Sales
259 East Ave, Saratoga Springs, NY 12866 (518) 584-4900

Crown Hay and Feed Inc
118 Jefferson St, Saratoga Springs, NY 12866 (518) 584-4414

Cheshire Horse of Saratoga
402 Geyser Rd, Saratoga Springs, NY 12866 (518) 584-5566

Greenfield Animal Hospital
3100 Route 9N, Greenfield Center, NY 12833 (518) 893-6228

Country Knolls Animal Hospital
379 Ushers Rd, Ballston Lake, NY 12019 (518) 877-7481

Mechanicville Country Living
133 N Central Ave, Mechanicville, NY 12118 (518) 664-7661

Hoosac Valley Farmers Exchange
212 S Main St, Mechanicville, NY 12118 (518) 753-6911

Sloppy Kisses A Btq For Dogs
22 Clifton Country Rd, Clifton Park, NY 12065 (518) 383-0103

Benson's Pet Shop
3083 Route 50, Saratoga Springs, NY 12866 (518) 584-7777

Sloppy Kisses
493 Broadway Ste 1, Saratoga Springs, NY 12866 (518) 587-2207

Dawgdom
441 Broadway Ste A, Saratoga Springs, NY 12866 (518) 306-6600

PetSmart
3033 Route 50, Saratoga Springs, NY 12866 (518) 580-9374

PETCO
3065 Route 50, Saratoga Springs, NY 12866 (518) 581-0149

Wild Birds Unlimited
3084 Route 50, Saratoga Springs, NY 12866 (518) 226-0071

Marlie's Healthy Pet Products
432 Broadway, Saratoga Springs, NY 12866 (518) 583-2783

Doggie Fortune Cookie
151 Jefferson St, Saratoga Springs, NY 12866 (518) 871-1614

Paw Lickers Bakery & Boutique
2526 Route 9N, Greenfield Center, NY 12833 (518) 893-2112
The Pet Zone
35 Kendall Way, Ballston Spa, NY 12020 (518) 899-9011

Cynthia's Hounds
1502 Saratoga Rd, Ballston Spa, NY 12020 (518) 885-6655

Pampered Pooch & Pals
2134 Doubleday Ave, Ballston Spa, NY 12020 (518) 363-0396

Everything Pets
800 State Route 50, Burnt Hills, NY 12027 (518) 399-1567

Hoochie Poochies
220 S Central Ave, Mechanicville, NY 12118 (518) 664-4939

The Dog Cabin
14 Beach Rd, Lake Luzerne, NY 12846 (518) 668-3251

Betty's Doggie Day Care and Boarding
361 W Maple St, Corinth, NY 12822 (518) 654-8509

Pet Zone
578 Aviation Rd Ste 27, Queensbury, NY 12804 (518) 761-6979

Happy Hadley's Pet Fun
91 Stony Creek Rd, Hadley, NY 12835 (518) 696-3848
:
Puppy Love Pet Salon
418 Geyser Rd, Ballston Spa, NY 12020 (518) 587-1575

Pet PDC
308 Allen Rd, Porter Corners, NY 12859 (518) 893-2800

Milton Manor Pet Spa & Resort
612 Route 29, Middle Grove, NY 12850 (518) 584-1212

Dog Guard
Ballston Spa, NY 12020 (518) 885-0175

WhiskersWatchers
Clifton Park, NY 12065 (518) 383-4605

Lucky's Pet Services
Serving the Saratoga Springs Area. (518) 490-1225

Pooch Palace
5 Katherine Dr, Burnt Hills, NY 12027 (518) 240-6117
Country Acres Farm & Pet Center
730 Saratoga Rd, Burnt Hills, NY 12027 (518) 399-1592

Warren/Washington County
Agway
1071 State Route 9, Queensbury, NY 12804 (518) 792-3377

Kelly's Emerald Feeds
672 County Line Rd, Queensbury, NY 12804 (518) 793-5474

Sutherland's Petworks
1161 Dix Ave, Hudson Falls, NY 12839 (518) 747-3060

Walker's Farm Home & Tack
5565 State Route 4, Fort Ann, NY 12827 (518) 639-5223

Nemec's Sport Shop & Farm
4036 Main St, Warrensburg, NY 12885 (518) 623-2049

Crown Hay and Feed Inc
118 Jefferson St, Saratoga Springs, NY 12866 (518) 584-4414

A & J Enterprises Of Salem Inc
7 Thomas St, Salem, NY 12865 (518) 854-7414

Kelly's Emerald Feeds
672 County Line Rd, Queensbury, NY 12804 (518) 793-5474

Crown Hay and Feed Inc
118 Jefferson St, Saratoga Springs, NY 12866 (518) 584-4414

Cargill Animal Nutrition
4186 State Route 29, Salem, NY 12865 (518) 854-7417

Crown Hay and Feed Inc
118 Jefferson St, Saratoga Springs, NY 12866 (518) 584-4414

Sutherland's Petworks
1161 Dix Ave, Hudson Falls, NY 12839 (518) 747-3060

Charisma Pet Supplies
46 Dean Rd, Hudson Falls, NY 12839 (518) 792-5104

Wild Birds Unlimited
3084 Route 50, Saratoga Springs, NY 12866 (518) 226-0071

PETCO
Serving the Greenwich Area. (877) 513-3105

Pet Zone
578 Aviation Rd Ste 27, Queensbury, NY 12804 (518) 761-6979

Hoosick Aquarium
130 Church Street, Hoosick Falls, NY 12090 (518) 892-8533

Dogs By Helene
48 Lawrence St, Glens Falls, NY 12801 (518) 793-7221

Infinity Pet Svc Inc
54 Old State Rd S, Eagle Bridge, NY 12057 (518) 686-8888

Appendix M: Animal Shelter Locations

Location	Contact Person	Telephone	Address

End of Document